

What's In Your Resume?

"We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. Inspiration seldom generates action." Frank Tibolt

Richard Bolles ~ *What Color Is Your Parachute* and *The Job Hunter's Survival Guide*

- Job seekers need greater job-hunting skills
 - Don't wait for someone else to come and save you; finding work is your job.
 - Be willing to work hard on your job-hunt.
 - Do a thorough and detailed inventory on yourself.
 - Learn everything you can about the job-hunt in 21st century America.

What is a resume? A written document conveying skills and qualifications that entices an employer enough to call a job seeker to schedule an interview – in other words a marketing tool.

Resume Format - Save as

- Word document (doc) (docx)
- Rich Text Format (rtf)
- Portable Document Format (pdf)
- Text only
- ASCII – American Standard Code for Information Interchange
 - Plain text
 - Formatting is lost; correct document, reset margins and save again
- Electronic Resumes ~ doc rtf pdf text
- Scannable Resumes ~ text

Effective Resumes have a target

- What's my target?
 - Who am I selling to?
 - What makes what I'm selling different?

What do hiring directors look for?

- Achievement: proof of your success
- A strong career path
- Well-rounded attributes
- Follow through

What's in your resume?

- Heading with **Contact Information**
 - Name, Address, Phone Number, E-mail, Web Site/Link
- Industry **Key Words** Emphasizing your Expertise
- **Highlights** of Skills and Experience
- **Quantifiable Accomplishments**
 - More than a list of your job duties.
 - What did you accomplish on the job?
 - Numerical and factual information
 - Did you save the company money?
 - Did you improve any processes?
 - What set you apart as a worker that is unique to you?

- **Work History** by job or in summary
- **Awards and Honors**
 - Did you win any awards or commendations?
- **Education**

Types of resumes

- **Chronological**
 - Lists most recent job first and goes backwards in time with dates listed
- **Functional**
 - Emphasizes skills and accomplishments of relevant jobs but may not include dates
- **Combination**
 - Stresses accomplishments combining chronological and functional formats

Sample Headings for a Chronological Resume

- Your contact information – centered
- Career Summary or Profile – paragraph style
- Major Strengths & Accomplishments – can be bulleted or in columns
- Career History – begin with most recent and work backwards in time
- Education and Training – list schools and degrees or current school
- Professional & Community Activities or Awards & Honors

Sample Headings for a Functional Resume

- Your contact information - centered
- Career Summary or Profile – Paragraph style and/or columns
- Examples of Accomplishments or Highlights of Accomplishments – categorize by areas of expertise, i.e. *Staff Hiring & Development, Production Management*, etc. – include 2-3 areas of your career focus as it is relevant to the job announcement
- Career History – list of employers, including job title(s) and location of business
- Educational Background – list schools and degrees earned or current school
- Professional & Community Activities or Awards & Honors

Sample Headings for a Combination Resume

- Your contact information – with name/phone number on left side & address, website or email on the right side
- Key branding words you use to describe yourself – 3-4 words in table style across the page
- Summary of Qualifications – column format
- Work Experience – bulleted list of key accomplishments
- Employment History – names of employers, job titles, dates, location
- Volunteer Experience – optional
- Education – list schools and degrees earned or current school

Summary - Resumes

- Include key words of the job announcement and emphasize unique skill sets.
- Present a strong powerful picture of applicant; the prospective employer wants to know more.
- Market you - *the product* – showing relevant skills, accomplishments, and achievements.
- Don't get you a job but hopefully an invitation to interview.
- Need to be saved in several formats: scannable, paper copy, in an electronic format.

Prepared by Susan Kay Wilson, *Transition Yourself* Workshops and Network Group

