



## **RESUME OVERVIEW**

### **Resume Writing Success**

### **RESUME NOTES**

Resume writing is a fine art. It is not an exact science. There is no one right way to write a resume. There are no rigid rules for designing or composing a resume. Resume writers have a lot of flexibility regarding layout, format and content. A good resume is the one that is tailor-made to meet your current job-seeking needs, one that fits your specific background, your unique contributions and your personal and professional goals. Moreover, your resume should be targeted to the needs of the employer. It should be written from the employer's perspective. It must speak the language of the employer.

### **SELLING YOURSELF**

Your resume functions as an advertisement of yourself. It is one of your key sales tools. You are the product and your resume is the advertisement that sells that product. It is meant to be an effective way of marketing and packaging your product. Your resume presents, promotes and publicizes you to the job market. Your resume must spark interest and grab attention. It must arouse the curiosity of the reader. It must make the reader want to meet you. It must clearly differentiate you from your competition. It must make you stand out.

### **YOUR RESUME IS NOT...**

What is the purpose of a resume? Your resume does not get you a job. Your resume gets you an interview. Your resume is not a job application. A job application form is an official document that demands specific clerical data. Your resume, on the other hand, is an unofficial document that includes only relevant and positive information presented on your terms. A resume writer has the option of leaving off any item or piece of information that might not put the candidate in the best light. Your resume is not some obligatory piece of paperwork or some kind of administrative chore. It should be written with intention and a great amount of strategy.

### **EVIDENCE**

A good resume will enable you to affirm in writing your positive and relevant qualities, skills and characteristics. A good resume presents supportive information that justifies your job objective. By stating your work-related accomplishments, duties, responsibilities, experience and qualifications, you effectively document your capabilities and provide evidence of your suitability to the job.

### **CONTENT**

Your resume generally includes highlights and information drawn from your professional work experience, educational background, extracurricular activities and community service. It may also

mention memberships, internships, awards, honors and distinctions. Experience and activities may be official or unofficial employment, fulltime or part time, paid or unpaid.

## **CHOICE CUTS**

The information on your resume should be positive, selective and relevant. Keep your presentation short and full of spark. Your resume should be a concise statement of what you've learned from past experiences and how they will help a future employer. Your resume must project a positive image. It must fit both you and the circumstances.

## **FIRST IMPRESSION**

Your resume represents you. It acts as an ambassador in your behalf. It is a calling card. It is used to initiate contact. In many cases, the employer will meet your resume before he or she meets you. Your resume, therefore, is oftentimes the first impression an employer has of you. It is up to you to make this first impression count. Your resume is also a reminder. After an initial meeting or after an interview, your resume serves as a record, and provides positive support for your personal impression. It helps the interviewer remember you.

## **CONCISE**

Your resume is not a lengthy, detailed, official, historical document of every area of your life. It is not your life story or your job history. It should be brief, concise and full of spark. It should be targeted to a specific job or career field. The information on your resume should be positive, selective and relevant. A resume is an individually designed document that summarizes your background. It is intended to demonstrate your fitness for a particular position. It focuses on the most attractive and applicable aspects of your background. Every element of your resume must present you as a perfect match for the job you are seeking. Keep the reader in mind. Make sure your resume conveys what you have to offer. Tell what contributions you can make. Emphasize transferable skills. Write clearly and simply. Use active, positive language. Use short, direct, succinct phrases.

## **SPECIAL & UNIQUE**

Your resume should present information that clearly differentiates you from everyone else. What makes you special and unique? What makes you stand out? What separates you from the rest? What are your distinct attributes? In what ways are you better than your competition?

## **RESUME DETAILS**

Resumes generally should be only one page in length. Resumes should not be detailed. It is not necessary to list every job. Resumes need not include a complete job history. Do not tell everything, only what is relevant to the job being sought.

The resume header should indicate your name in large, bold type. Use the name by which you are commonly addressed. Include only one mailing address. Include telephone number with area code (home and/or cellphone). You may also include your e-mail address (Be sure your address doesn't contain immature or unprofessional language).

Do not devote undue space to the company's address (city and state only). Do not devote undue space to dates of employment (years only). Keep company name and job title simple. Do not include supervisor's name. Do not include company's telephone number or zip code. Do not include references on your resume.

## **RESUME RULES**

Every entry on your resume should include a description of the duties, responsibilities, activities and skills associated with the experience. There is no need to differentiate between paid and non-paid experiences. All descriptions should be stated in terms of their transferability and relevance to the job being sought. Avoid technical or job-specific jargon unless it is related to the job you are seeking. Otherwise, use generic or general terms.

Arrange information on resume so that the most current (reverse chronological order), most important, most impressive or most relevant information is presented first. Information should be presented in list format, not paragraph format. Do not use narrative language. Avoid using full sentences or excessive wordiness. Don't use any personal pronouns (I, me, my, his, her, their). Short phrases, beginning with action verbs, stated in single lines, work best. Language patterns, information groupings, verb usage and tense should be consistent.

## **RESUME ADVICE**

Format, layout and organization should be consistent, easy-to-read and appropriate to the specific occupational field. Make your resume visually appealing. Presentation should be clean and clear. Balance blocks of text with white space. Margins should be wide and even. Avoid using font or type style that is too fancy or exotic. Utilize emphasizing techniques for impact and easy reading: bold letters, capital letters, italics, bullets, dashes, indenting and font size variations. Do not use underlining. Use indenting sparingly and consistently.

Do not include personal data that is irrelevant or meaningless: age, gender, weight, height, health, marital status, social security number and hobbies. Be careful with references to race, ethnicity, nationality, politics, religion and lifestyle. Do not include a photograph unless requested. Do not include grade point average unless it is very good. Do not include any details that are negative or that might otherwise minimize your experience (Avoid words like *part time*, *temporary*, *seasonal*, *pending*, *expected*). Emphasize your job description instead of the company's logistical information.

## **RESUME FOCUS**

You can typically arrange and organize the information on your resume into three categories: Profile (General qualifications, knowledge, experience, skills, and personality traits), Education (Schools you attended and related degrees, courses, awards, honors, memberships, and extracurricular activities), Experience (Jobs and employment, including fulltime or part time, paid or unpaid, temporary or long term, along with descriptions of responsibilities and accomplishments). The tone of your resume should be about what you have to offer, not about what you are trying to obtain.

Your resume should not be about the companies you have worked for or the schools you have attended. Instead, your resume should be about you. It should be about what you did for these companies and what you accomplished at these schools. You are the star and central focus of your resume.

Your job descriptions should include accomplishments as well as responsibilities. Indicate achievements, awards, and results. Use numbers and statistics whenever possible. Emphasize your skills whenever possible. Describe what skills you used to perform certain tasks. Describe the manner in which you performed your tasks.

## **FINAL DETAILS**

Proofread for typographical errors, misspelled words and poor grammar. Be sure your language reflects a candidate that is mature and professional.

Resumes should be printed on high-quality paper stock. The envelope (business size) should match. The cover letter paper should also match. Tri-fold both documents together, with cover letter on top.

A cover letter should always accompany the resume (but do not staple it to the resume). It should be personal, and directed to a specific company with a specific job in mind. Form letters are considered too impersonal. The cover letter is a good place to state your professional objective (instead of on the resume). Don't forget to put your signature on the cover letter.