



## Chapter 16

# The Job Search and Résumé

# Analyzing Your Qualifications and Job Preferences

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- Individual profile
- Education
- Experience
- References
- Job preferences





# Resources for the Job Search

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- Campus career centers
- Networking contacts
- The Internet
- Newspaper and journal advertisements
- Private or government employment agencies
- Web page profile
- Job/career fairs



# What is a Résumé?

- A self-marketing tool that summarizes your qualifications
- Record of past experiences and predictor of future intentions or goals
- Primary purpose: to obtain a job interview



## ALICE FOURNIÉR

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SCIENCE RESEARCHER

### SUMMARY

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### QUALIFICATIONS

Strong academic performance in environmental biology and natural sciences.

Experienced with professional lab settings, experimenting and reporting.

High grasp of biochemistry, ecosystem structures, and



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### EDUCATION

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2020-2024

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**Lyfe Science Co-op**  
2022 *Lab Technician*

- Carried out everyday tasks as part of ongoing research study
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# Styles of Résumés

- Targeted
- General



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# Formats for Résumés

- Chronological
- Functional
- Combination



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# Preparing Your Résumés

- Opening
- Education
- Experience
- Activities, honors, or special skills
- References



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# Opening

- **Heading** (your contact)
- **Career objective** (Keep your objective brief, clear, and direct)
- **Summary of qualifications** (a brief abstract describing you and your accomplishments)



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# Education

- Most recent information first
- Name and location of each school
- Dates of attendance
- Degrees
- Major
- Achievements



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# Experience

- Dates of employment
- Job title
- Employer
- Employer's location
- Job responsibilities stated using action words and keywords



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# Activities/ Honors/ Special Skills

- Special skills
- Computer competence
- Community service
- Published works
- Public presentations
- Military service
- Organization memberships
- Special interests



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# Reference

- Characteristics
  - Positive
  - Related to prospective job and its requirements
  - Complete and easy-to-use contact information on a separate sheet of paper
- Who
  - Previous employers
  - Instructors (college or high school)



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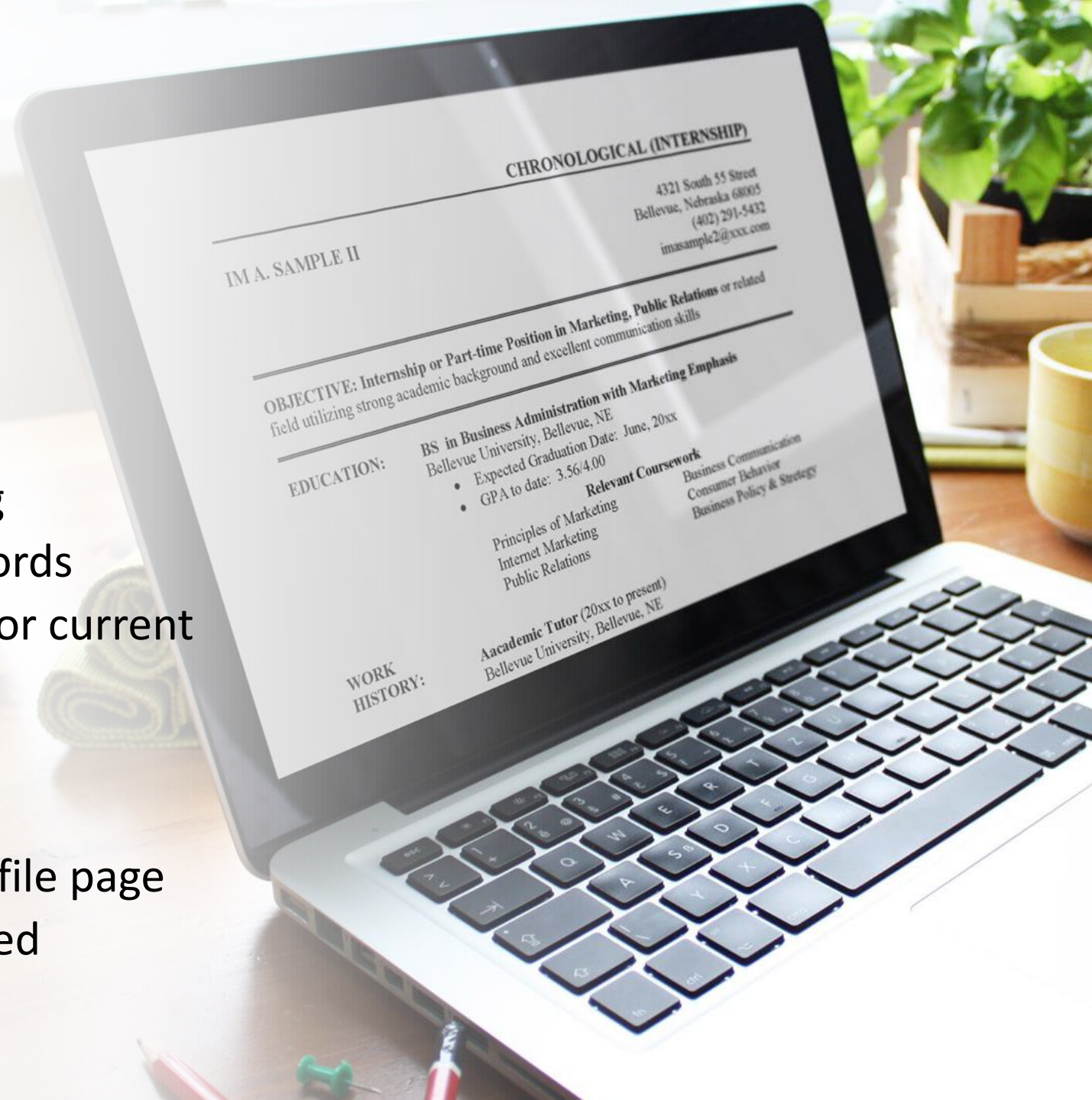
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# Submitting Electronic Résumés

- **Scannable**
  - Created with minimal formatting
  - Designed to include 20-25 keywords
  - Compared to job requirements for current position
- **Online**
  - Created on personal computer
  - Uploaded to website or web profile page
  - May include links to more detailed information about your work





# Refining Your Résumé

- Print on light-colored paper with a laser printer.
- Arrange information simply but attractively.
- Use action verbs and strong phrases.
- Show a clear match between qualifications and job requirements.
- Ask for a peer review.
- Proofread carefully.
- Use a Summary of Qualifications to highlight accomplishments.

