



Resumes That Get Results!

What Are They and Why Should You Care ??



Why the Resume Matters

Every employer will expect one. It helps you get an interview in the first place. It guides the interviewer to what is important about you. It represents you in your absence to those who do not interview you.

This is a life skill to master, not a one-time task.

Preparing the Resume

FACT:

- The Bureau of Labor Statistics says that college graduates today can expect to change jobs an average of nine times between 18 & 34.

Resume-Writing Guidelines

- You must tell the truth
- It is your *job* to sell yourself in your resume
- A resume is about your future, not your past
- You put the information in order of interest to your reader

Five Writing Tips

- Use an exact figure whenever you can
 - “\$9870” “7 clients” “23 days” “45%”
- Use a superlative whenever you can
 - First, only, most, best, fastest, largest
- Focus on accomplishments, not routine duties
 - Accomplishments sell, duties bore

Continued...

- Write long on your first draft
 - *You can edit back on later versions*
- Use *ACTION* verbs
 - Created, launched, pioneered, motivated, promoted, revitalized
- **PROOFREAD!**

Format

1. Heading: name and contact information
2. Objective
3. Profile
4. Education
5. Experience
6. Skills & Other Information

1. The Heading: Your Name

- Place it right in the center at the top of the page in large type
- It is recommended that you use your full legal name
- You can use a nickname if *everybody* calls you by that name

1. The Heading: Your Contact Info

- Include both permanent, and local addresses
- Email is absolutely essential, so choose an email address that you check daily and make sure it is professional
- No weird phone messages! No weird home page content!

Email Examples

- [Lethalwoman@email](#)
- [Po_dawg@email](#)
- [Baebeecakeez@email](#)
- [JunkPile@email](#)
- [Player@email](#)
- [Upchucky@email](#)
- [Freshstyla@email](#)



2. Objective

- Should not be too general or too specific
 - “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.”
- You can use multiple resumes, each with a different objective statement
- Objectives go at the top, first item under the heading

3. Profile

- Profile section features the skills and abilities you want to apply in your next position
- Profiles serve as mini-advertisements for the rest of the resume
- Think of the profile section as your personal branding section: why the company needs and wants you!



Profile Example

“Self-motivated finance professional with experience in banking, accounting and business advisory services in client service capacities with global organizations. Consistently demonstrated leadership, team orientation and excellence in academic and professional life”

4. Education

- Feature the school granting your current or most recent degree first
- If the degree is ongoing, you can specify so like this: “MBA – May 2008”



5. Experience

- Consider *all* your experience: paid, unpaid, part-time, full-time, formal, casual, sports, activities, and service
- List the most relevant experience in reverse chronological order, move less relevant material down to the “Skills and Other Information” section or omit it altogether

Continued...

- Put dates on the right.
- If your job title is not descriptive, consider adding a functional title in parentheses:
 - Student Worker II (Assistant Manager of the Chemistry Lab)

Continued...

- Favor “hard” accomplishments over “soft” claims
 - “Sold 17% more widgets than any other rookie,”
 - “improved relations with account base.”
- As mentioned before, start each sentence with an action verb: “created,” “launched,” “pioneered”



6. Skills and Other Information

- Goes at the bottom of the resume
- Computer skills, laboratory and other technical skill sets, any other special skills
- Publications, presentations, honors and awards not mentioned above, professional and academic affiliations
- Language skills, hobbies, travel, sports,
- Summaries of experience not mentioned above

Common Resume Blunders:

- Too focused on job duties/job description
- Flowery or general objective statement
- Using personal pronouns
- Not including a profile/summary section that makes a hard sell
- Typos, spelling errors, poor grammar



Common Resume Bloopers

- "Instrumental in ruining an entire operation for a Midwest chain operation."
- "Revolved customer problems and inquiries."
- "Seeking a party-time position with potential for advancement."
- "Consistently tanked as top sales producer for new accounts."
- "Promoted to district manger to oversee 37 retail storefronts."
- "Experienced supervisor, defective with both rookies and seasoned professionals."
- "I was working for my Mom until she decided to move."
- "Education: College, August 1880-May 1984"