

RESUMES

Your resume forms your potential employer's first impression of you and serves to get you a job interview. For this reason, it should target the specific needs of your chosen career field while marketing your skills, accomplishments, knowledge and experience.

GETTING STARTED:

- **Formulate an objective.** Focus on *why* you want to work and *how* you can positively contribute to a company. You will wish to edit this statement continuously to reflect each specific job opportunity and company.
- **Evaluate your strengths.** Make a comprehensive and exhaustive list of all your skills/qualifications and of your experiences. Include the date, your employer, your title, and your accomplishments. Don't forget to include any freelancing, community service, temporary work, special training, certificates, licenses, computer/special tool skills, language skills, etc. *Quantify your contributions* wherever possible and be specific about the *affect* you personally had on each organization.
- **Chose a resume format.** There are 2 types of resumes, chronological and functional. The *functional resume* format (use as a reference during your research) is perhaps most appropriate for re-entering the workforce after an extended absence as it emphasizes skills and accomplishments instead of a specific path of career growth.
- **Rank the accomplishments in your experiences.** Choose to rank your accomplishments, for example, by significance, by most work intensive, or by most responsibility and then *stay consistent* with this ranking system throughout.
- **Tailor each resume to each specific job opportunity.** Refer back to your master list of skills/qualifications and experiences and select all those relevant to the specific opportunity at hand. Remember 'relevance' does not limit one to including only industry-specific experiences; include transferable skills from other industry experience.
- **Finishing touch.** Get your own free professional e-mail account (so you can send firms an electronic version of your resume) at www.hotmail.com, www.yahoo.com, or mail.google.com. Stay professional, using your name only. Ex: emily.smith@gmail.com.

DO'S in RESUME FORMATTING:

- **Do** tailor your resume for each organization or type of job.
- **Do** include type/level of position, type/style of organization, and skills/qualifications into your Objective Statement.
- **Do** present most relevant Skills/Qualifications and Experiences first (unless using a Chronological format).
- **Do** quantify your experiences in numbers as much as possible.
- **Do** use *strong action verbs* to open *concise sentences* when describing accomplishments
- **Do** make it inviting to read: leave some white space, align font margins, use professional font styles such as Arial and Times New Roman (font size 10-14 pts), use bullets, lines, and boldface text for emphasis (please see attached sample resumes)
- **Do** check for correct word usage, grammatical, punctuation, and spelling errors!
- **Proofread!** Proofread! Proofread! And get others to proofread for you!

DON'TS in RESUME FORMATTING:

- **Don't** have *any* typos, spelling mistakes, or grammatical errors!
 - **Don't** make your Objective too broad or too exclusive
 - **Don't** forget to cut out unnecessary words and replace obsolete words (go to your potential employer's website to find up-to-date action words)
 - **Don't** feel insecure about your time away!!! And don't forget to include any unique skills/knowledge which you might have gained from raising children, caring for family members, volunteering, or other personal experiences.
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RESOURCES:

- Resume Categories and Effective Key Phrases and Words
 - Monster Trak: Key Resume Phrases and Words:** *Provides practical help in writing a more readable and effective resume*
(www.monstertrak.com/career-guide/entry-level-job-search/keyword-phrases)
 - Ready Resumes: 200+ Power Words Recruiters Love:** *Lists direct and descriptive words that will add 'extra energy' to any resume section*
(www.readyresumes.com/200-power-words-recruiters-love.php)
 - Checklist and Tips
 - Ready Resumes: Double Checks: The Top 10 Resume Killers to Avoid:** *A final resume checklist to avoid fatal resume mistakes*
(www.readyresumes.com/avoid-top-10-resume-killers.php)
 - Winning Resumes:** *Provides a series of checklists all resumes must include*
(www.winningresumes.com.au/advice.html)
 - Free Sample Resumes
 - Quintessential Careers:** *Provides extensive job search recommendations include several free sample resumes* (www.quitcareers.com)
 - Best Sample Resume:** *Provides thousands of sample resumes broken down by industry and then job level along and includes industry-specific tips, action words and more* (www.bestsampleresume.com)
 - General Help
 - Resumes and Cover Letters: Designing Your Resume:** *Extensive review of all aspects of resume design. Especially helpful when one scans for the 'functional' sections*
(www.mecca.org/~tschieff/AVIATION/Online_CC/ResumesandCoverLetters.htm)
 - Women Work! Writing a Resume:** *Tailored specifically towards the female job search experience, this site provides valuable practical advice on all aspects of career-hunting, including resumes.*
(<http://www.womenwork.org/resources/tipsheets/resume.htm>)
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