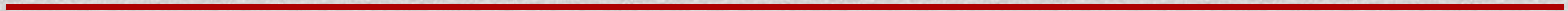


# Basic Resume Writing



# WHAT IS YOUR DREAM JOB

The first step in landing a dream job is deciding what you would like to do

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# THE PROBLEM

- It's a very competitive job market- Other people want your dream job too.
  - Individuals have to become more skillful in the job hunt.
-

# STEP 1: THE RESUME

- A good resume is important because it is the first contact a potential employer has with a job seeker.
  - Provides the opportunity for the employer to find out basic information about the applicant.
-

# Three Types of Resumes

- ❑ Chronological Resume- Lists all jobs and schooling in order of the most recent to the least recent.
  - ❑ Functional Resume-Emphasizes skills over job experience.
  - ❑ Combination Resume-Uses elements from the first two types.
-

# Resume Writing Basics

- If you are launching your career and have limited work experience, keep your resume to a single page.
  - Avoid unnecessary and irrelevant materials. Even experienced individuals should limit to two pages max.
  - Remember no one wants to read long, rambling resumes, especially when they are poorly organized and overly wordy.
-

# Resume Writing Basics

- Use a consistent type style throughout your resume—boldface, italics, and caps will serve for headings and emphasis.
  - Print your resume on white or off-white quality paper.
  - Never send photocopies.
  - Make sure the resume is *letter perfect* by having it critiqued and proofread by someone reliable. Errors, typos, stains, abbreviations (etc., e.g., i.e.), and hip slang are strictly taboo.
-

# Resume Writing Basics

## ~Personal Data~

- ❑ Be Conventional and straightforward.
  - ❑ Do Not include personal information such as:
    - Date of birth
    - Marital Status
    - References to your health- unless your physical or mental condition will limit your ability to perform traditional job functions.
    - Reasons for leaving a job
    - Salary (paid or desired)
    - Non related hobbies/memberships
    - Religious affiliations
    - Any potentially negative information about you
    - The label “Resume” or “Vitae”
-



# Resume Writing Basics

## ~Accomplishments~

- The way you describe your accomplishments is as important as the facts you list. Active, energetic phrases attract the reader's attention—dull and passive words will put him/her to sleep.
- The first words used to describe your accomplishments can make the difference between an impressive resume and one that's just ordinary.

### Action Verbs

<b>HIZER'S 57</b>		
administered	directed	negotiated
advanced	eliminated	organized
advised	established	planned
analyzed	evaluated	prepared
authored	expanded	produced
automated	focused	promoted
coached	headed up	provided
conceptualized	identified	published
conducted	implemented	reduced
contained	improved	researched
contracted	increased	restructured
controlled	initiated	reversed
coordinated	innovated	saved
created	instituted	streamlined
cut	introduced	supervised
decreased	led	taught
designed	maintained	trained
developed	managed	trimmed

# Resume Writing Basics

## ~Accomplishments~

### Dull

1. Raised sales from previous year.
2. Began new employee programs, lowering turnover.
3. Handled bookings for elderly pop group.
4. Housewife for the past seven years.
5. Marketed new travel plan to corporations, increasing sales \$19 million.
6. Worked for losing congressional candidate for ten months.
7. Opened new sales offices in two cities that made quotas ahead of schedule.

### With Impact

1. Reversed 3-year negative sales trend; sales up 17% over prior year and 22% over past 3-year average.
2. Created and launched two new employee relations programs (flextime and job posting), resulting in a 19% turnover reduction.
3. Administered bookings, travel, and accommodations for octogenarian octet.
4. Managed and organized six-member household with annual budget of \$65,000.
5. Initiated new market concept of packaging travel to corporations for incentive programs, resulting in sales of \$19 million (more than double expectations).
6. Organized and coordinated political campaign for leading gubernatorial candidate.
7. Researched feasibility, then established two new sales offices; both operated above sales quotas within two years (eight months ahead of schedule).

# Formatting Your Resume

## ~Contact Information~

Your name (in bold type or capital letters), address, and cell/home/work telephone number(s) belong on top:

**Rose Shagorofsky**

275 Palisades Avenue  
Bridgeport, CT 06610

bevdoc@college.com  
cell (203) 650-4321

**Devon H. McCormick, CFA**

521 E. 14th St., #11H

New York, NY 10009

D: (212) 938-6551; E: (212) 529-2418; C: (646) 729-5817

devon@acm.org

# Formatting Your Resume

## ~Objective~

- ❑ Only include objective on a resume if they are clearly states and consistent with your accomplishments and demonstrated skills.
  - ❑ Make sure it addresses the position you are responding to.
  - ❑ Avoid terms like *challenging* and *rewarding* which are self-serving and of little interest to most employers.
  - Examples:
    - “*A position as a summertime nanny for a family that values special care and education for their children.*”
    - “*An opportunity to lead the human resources department of a major corporation.*”
-

# Formatting Your Resume

## ~Resume Sections~

### **Education**

- Education should precede employment history only if you are in high school or a recent graduate with little or no work experience.

### **Awards**

- List awards that may relate to educational achievements or relates to the job your are seeking.
- Leave out references that have nothing to do with the job.

### **Organizations, Activities, Community Service**

- It is okay to list memberships, clubs, and activities that demonstrate achievement or merit such as the Future Business Leaders of America or the National Honor Society.
  - You can also indicate your leadership abilities as an officer or official in a strictly uncontroversial association, like the Student Council or Science Club.
-

# Formatting Your Resume

## ~Work Experience~

- ❑ High students with limited to no work experience should include:
  - Occasions or events where they were expected to be responsible or accountable
  - Provided a service to someone even family members or individuals within their neighborhood
  - Even non-paid work experience counts

### **Pet Sitter**

**2004 - Present**

- Provide pet sitting services including dog walking, feeding and yard care.

### **Child Care**

**2002 - Present**

- Provide child care for several families after school, weekends and during school vacations
-

# Formatting Your Resume

## ~Achievements~

- ❑ Display academic competencies, maturity and a good sense of responsibility

Example:

- National Honor Society: 2004, 2005, 2006
  - Academic Honor Roll: 2002 - 2006
-

# Formatting Your Resume

## ~Volunteer Experience~

- ❑ Expresses an awareness to the community
- ❑ Demonstrates strong work ethic by giving of services
- ❑ Dedication because without requirement time was given

Examples:

- Big Brother / Big Sisters
  - Arlington Literacy Program
  - Run for Life
-



# Formatting Your Resume

## ~Interests/ Activities~

- ❑ Be careful to include relevant interest activities
- ❑ Activities can display that a student is social competent
- ❑ Also Interest and activities can display good interpersonal skills and the ability to work with others

Examples:

- Member of Arlington High School
  - Tennis Team
  - Girl Scouts
  - Piano
-

# Formatting Your Resume

## ~Skills & Qualifications~

- ❑ List all certifications, skills and trainings
  - ❑ Listing all competencies and skills may make you more qualified or set you apart from other applicants
  - ❑ Skills quickly inform employers if applicant can perform basic job functions
    - Computer Skills
    - Proficient with Microsoft Word, Excel, and PowerPoint, Internet savvy
-

# Bad Resume Writing

- “Finished eighth in my class of ten.”
  - “Received a plague for Salesperson of the Year.”
  - “Reason for leaving last job: maturity leave.”
  - “Failed bar exam with relatively high grades.”
  - “Am a perfectionist and rarely if ever forget details.”
  - “It’s best for employers that I not work with people.”
  - “Let’s meet, so you can ‘ooh’ and ‘aah’ over my experience.”
  - “I have an excellent track record, although I am not a horse.”
  - “You will want me to be Head Honcho in no time.”
  - “I have become completely paranoid, trusting completely no one and absolutely nothing.”
  - “Personal interests: donating blood. Fourteen gallons so far.”
  - “Marital status: often. Children: various.”
  - “I am loyal to my employer at all costs. Please feel free to respond to my resume on my office voice mail.”
  - “Instrumental in ruining entire operation for a Midwest chain store.”
-

# Key Points to Remember

Your Resume should:

- Grab Attention-Use Action Verbs
  - Highlight: Educations, skills, experience, extracurricular activities/interests
  - Be concise
  - Free of errors
-

# COVER LETTER

- ❑ The cover letter is designed to:
    - ❑ Explain why you are applying for the job.
    - ❑ Tell how you think that you qualify for the job.
    - ❑ Ask the employer for an opportunity to come in for an interview.
-

# Cover Letter

- Address your cover letter to a specific individual preferably someone with decision-making authority.
  - Keep cover letters as clear and concise as possible.
  - Include only information that directly relates to your resume.
  - Proofread cover letters to make sure they are free of grammatical and spelling errors.
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