



WHAT IS A RESUME?

Resume is a Latin word meaning summary. In the business world it is a brief compilation of your skills, talents and experience.

WHY HAVE A RESUME?

To win an interview! A resume introduces you to prospective employers. It is an advertising tool used to obtain an interview with a prospective employer.

Don't count on a resume to get a job for you. Your resume should reflect your personality. Your resume is not an autobiography or a full disclosure document.

RESUME HELPS

Portfolio

Your resume is a compilation and can be changed or tailored to meet the job or situation. The basis for your resume is a broad data file you have amassed about yourself. From this data file you can pull pertinent information and compile a resume to address a particular job.

Your data file or life scrapbook can and should have various pieces of information in it.

- Certificates of Graduation from High School, College, Graduate School, Specialty Training, Continuing Education
- Transcripts of Grades
- Licenses
- Awards and Honors
- Professionally related papers you have written
- Presentations you have given
- Professionally related speeches you have given
- Performance Reviews
- Job descriptions of previous work experience
- Volunteer Programs

Add to your data file as you achieve new goals. Take information from your data file and include it in your resume when and where it applies to the requirements of the job you are seeking.

You don't need to completely rewrite a new resume for each job. You need only customize or tailor your resume to fit the new situation.

TYPES OF RESUMES

Types of Resumes

- Chronological
- Functional
- Combination or Hybrid
- Curriculum Vitae

Chronological:

This is a time based listing of jobs held starting with the most recent. End the list with your first job or show a ten year history if you have an extensive list. This style can be very effective if each job shows a logical progression of jobs, each displaying more competence, responsibility and authority.

One approach to the chronological list is to list a company and then one sentence describing your function or important accomplishment related to that job. List the next company, your accomplishment, and continue to the end.

If you worked for a number of different companies but had related responsibilities in each, you could write a paragraph of general accomplishments, then list the companies. When listing jobs held, just list the years worked and the company name.

Functional:

This resume emphasizes skills, experiences and accomplishments. Specific jobs aren't listed other than in broad terms. Periods of time aren't mentioned. This type of resume is useful if you're new in the job market, have long periods of unemployment, if you're reentering the job field after a lengthy absence, or you're looking for work in a new area of endeavor.

Combination or Hybrid:

This resume combines both chronological and functional aspects of your resume and showcases your skills, accomplishments and abilities, while providing a brief glimpse of your work history.

Curriculum Vitae:

This is used by scientists or educators working in higher education or research. It is a detailed, lengthy, structured listing of accomplishments.

COMPOSING YOUR RESUME

REMEMBER: YOUR RESUME SHOULD CATCH ATTENTION.

Typical parts in a resume:

- Contact Information
- Object
- Summary of Qualifications
- Skills and Accomplishments
- Education

Contact Information:

The prospective employer uses this to contact you.

Two typical methods are:

JOSEPH JONES
1220 South 2nd Street
St. Paul, MN 55105
651-333-3333
joseph101@email.com

Alan Richards

80 Sky Ave. Ulm, MN 55430 952-888-9999 ric@email.com

Use the postal address if you expect mailed responses. Your address should be correct. Don't spell out the state, ie, don't write Utah, use UT instead. This way a secretary doesn't have to look up the postal abbreviation.

Other styles of writing the contact information are eye catching and useful. In a printed resume imagination can be used but don't become too fanciful.

Objective:

An objective isn't an absolute requirement. However, if you don't have an objective, you may not have focus in what employment you are seeking. When you state your objective, it can be as short as one or two words, or it can be a one sentence statement explaining why you are writing this resume. The objective will change depending on the position you're applying for and the needs of the company you're applying to. It could be the job description listed by the prospective employer.

Summary of Qualifications:

This can be considered a "Me in 30 Seconds" statement. The summary may be the only section read by an employer at this point in the job seeking procedure, so it must be strong and convincing.

The summary should be a paragraph with 4 to 5 sentences focusing attention on your qualities and abilities. Each sentence is an assertion or claim showing how you can accomplish the job you're applying for and should reflect how you will be an asset to the company.

You should put key words and phrases in the summary. These key words and phrases should reflect the jargon used in your profession or can be key words found in the job description listed by the employer.

Researching the product or service provided by the potential employer can also give clues to key words and phrases you should put in your summary of qualifications. Use power statements if appropriate (see Power Statements).

Experience and Accomplishments:

This section of your resume should provide evidence proving your capabilities.

For each capability in your summary statement, it would be appropriate to list an experience or accomplishment proving or showing your ability. This could be a job you held, a description of the work you did, or a series of jobs where each job shows increasing responsibilities, accomplishments and rewards.

Work experience could be listed chronologically with specific information shown for each job held delineating your skills.

Look at job descriptions, responsibilities, skills, accomplishments, performance reviews, awards and achievements. What can you say about your performance? For example:

- How many people did you supervise?
- What size budget did you manage?
- What skills did you develop?
- How many seminars did you lead?
- What was your biggest accomplishment?

Paint a clear picture in terms of your successes. Balance your technical skills with team or group involvement. Highlight your skills as they apply to the job you're seeking.

If your work experience is limited or there are breaks in your work pattern, list your skills, highlighting your abilities rather than where you worked.

Use power statements in your experience section (see Power Statements).

Education:

Include an education section in your resume. Start with your highest degree and work back. For each institution you could include:

- Degree and Date
- Honors Earned
- Name of Institution
- Location

If high school is your highest degree list it. If you have an incomplete college degree show course work completed and list an expected graduation date.

For additional courses make a second section. This section should show evidence you're keeping current with the developing job market.

YOUR REPUTATION

Do not make an assertion in your resume that is not true. For example, if you claim to be a typist, do so only in the context commonly accepted as a typist. If you only type using two fingers, utilizing a hunt and peck method, most employers will not consider you a typist. It is easy for them to test you. If you are hired without testing and prove not acceptable, it creates an uncomfortable situation forcing the employer to end your employment.

PHYSICALLY WRITING YOUR RESUME

In today's computer world, you should prepare your resume on a computer. This will allow you to have more than one version. You will also be able to change and tailor your resume to each individual job application.

The choice of writing your resume in first person, third person, or dropping the pronoun is controversial. Different books and "experts" have differing opinions. Your resume is about you and what you offer a potential employer. What and how you write is personal. When writing in first person, extra words are necessarily introduced. For example, "I introduced an accounting procedure which reduced duplicate entries and saved 100 hours per month." This can be stated exactly the same dropping the first person pronoun. The latter sentence implies "I" and has become accepted English usage.

When writing sentences use action verbs which lead to the results achieved. For example, an advertising executive could say, "I supervised a team of nine artists and technical experts, producing a wide variety

of creative brochures, public service announcements and flyers using audio, video and print media." Another example could be, "Conducted protein analysis, including dialysis and column chromatography." (Notice the first person usage of "I" and dropping the "I".)

Do not put the following items in your resume:

- The word resume at the top
- Fluffy rambling, wordy, subjective statements
- Salary information
- Full addresses of former employers
- Reason for leaving previous employment
- A personal section
- Names of supervisors
- References

RESUME VERSIONS

Print Version:

This can be individualized to match your personality. This resume can have bulleted lists, italicized text and other highlights. Contact information can be fancy or plain. Borders and shading can be added. Sections can be offset. This type of resume cannot be electronically scanned.

Plain Text Version:

The scannable and plain text versions are basically the same when on your computer. The plain text version can be copied and pasted into online forms or posted in online resume databases. Use Microsoft Word to make the plain text version.

If you have a print version and a plain text version resume on your computer, either can be attached to an application via email. However, if the recipient company downloads and prints your resume in order to scan it, a fancy print version won't scan. You should send a plain text version.

SUMMARY OF YOUR RESUME

- Ensure the appearance is clean and sharp.
- Put your qualifications first. They should attract attention.
- Put key words in your summary.
- Your resume should be one or two pages. The first page summary gets you an invitation for an interview. The rest of the resume will be used by the interviewer in the actual interview.

- The interviewer can and will use your resume as a template in asking questions concerning your skills.
- The interviewer will compare your resume skill list with the needs of their company.
- Use type fonts which are easy to read.
- Don't make the resume crowded.
- Make each section easy to identify.

POWER STATEMENTS

- Power statements build excitement in employers because they hope you can do the same for them.
- Your most important power statements should come first in each section.

Skills + Examples = Results

Creating power statements is the most important part of building an outstanding resume. Think of power statements as well written stories about you. Power statements reinforce all the "marketing features" you have to offer your future employer.

**Power statements will get you believed.
You will be remembered.**

Most people who use these carefully rehearsed stories say that power statements are what impress interviewers and win job offers. So, beginning today, and on a continuing basis, think of and write power statements. The more power statements you write early in your job search process, the easier, faster and more effective your job search. Make your power statements:

Memorable and Supportive Of your Relevant Skills

How to write power statements:

1. Write Example Statements

Use verbs and begin by writing about a specific time when you took action that is described by the verb. Ask yourself, "When did I take action and perform the action well?" When writing your power statements include accomplishments that relate to the job you want. They should not read like a job description!

Example: Trained sales team in up-selling current customers. Started a brief daily sales meeting to share success stories.

2. List the Result of Your Example

Power statements should show the improvement, list a measurement, or tell the difference before and after the fact. How much money or time or effort did it take to gain the result? How much did you increase cash flow, productivity, or revenue?

Example: Trained sales team in up-selling current customers. Started a brief daily sales meeting to share success stories.

Results: Sales of new product doubled in one month.

**Increased Productivity
Increased Revenues
Increased Quality
Decreased Costs**

3. Explain What Skill or Challenge Caused You to Take Action

Creating context for our stories involves a problem, situation, or circumstance that prompted us to take action.

Skill: Challenged to increase sales of a new product.

Example: Trained sales team in up-selling current customers. Started a brief daily sales meeting to share success stories.

Results: Sales of new product doubled in one month.

This handout is a summation of ideas, research and refinements by volunteer staff at the employment center. Ideas and concepts were influenced by the following books, which are recommended references.

- *Resumes That Knock 'em Dead*, Martin Yate, 2006 Adams Media
- *Resume Magic*, Susan Britton Whitcomb, 1999 JIST