WRITING THE EFFECTIVE RESUME

THE FIRST STEP TOWARD LANDING YOUR NEXT JOB



WRITING AN EFFECTIVE RESUME

What information should be in a resume?

Characteristics of a successful resume.

Functional or Chronological.

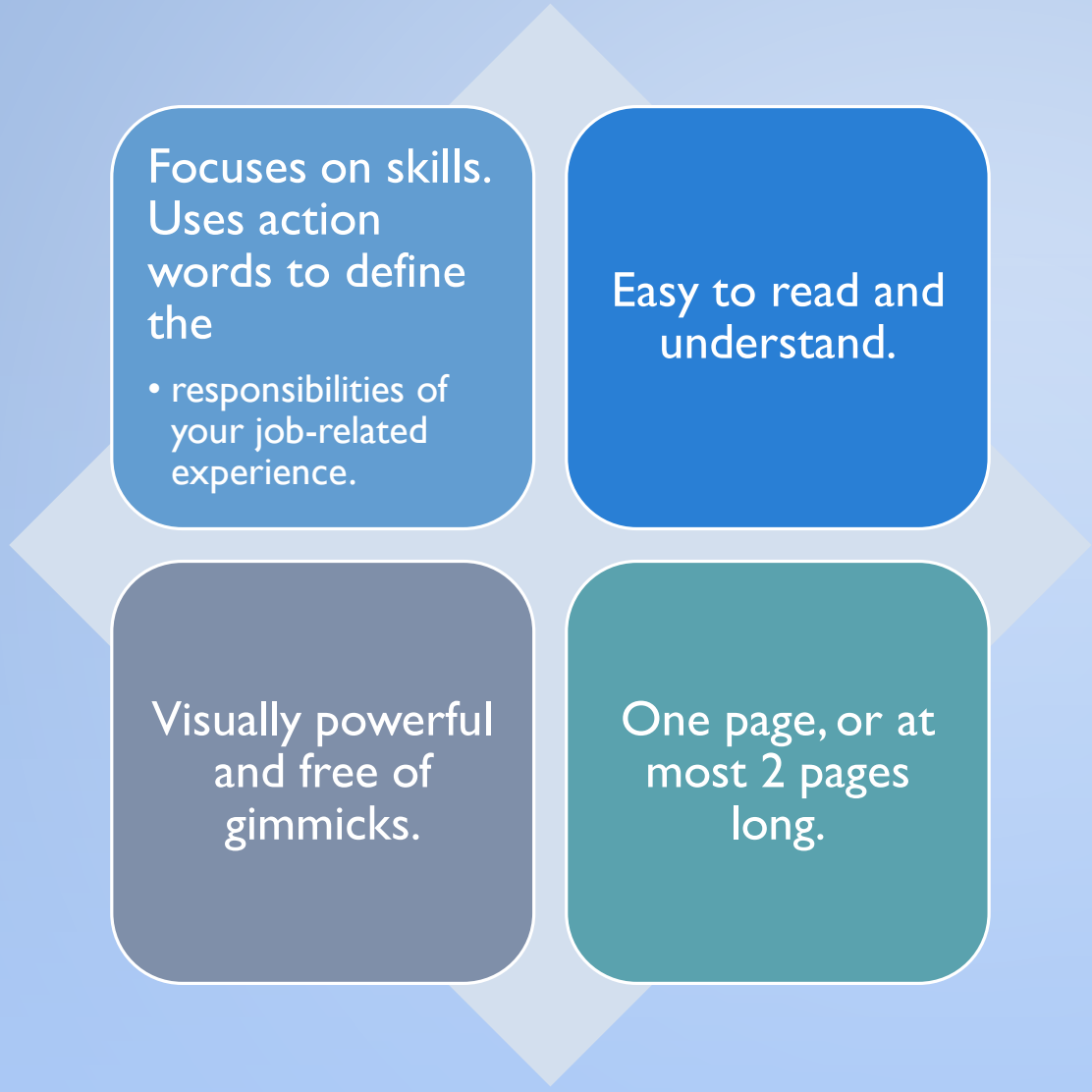
Scannable resume.

WHAT INFORMATION SHOULD BE IN A RESUME?

- Identify Yourself
- Education
- Continuing Education
- Work or Professional Experience
- Volunteer Experience
- Activities
- Computer Skills
- Professional Associations

Optional Sections

- Objective
- Special Skills and Abilities
- Reference Statement



CHARACTERISTICS OF A SUCCESSFUL RESUME

CHARACTERISTICS OF A SUCCESSFUL RESUME

- LANGUAGE IS GRAMMATICALLY CORRECT.
- SPELLING HAS BEEN CHECKED.
- FORMAL STYLE

RESUME FAUX PAX

- Typos and Grammar Slips
  - “Great attention to detail.”
  - “Proven ability to track down and correct errors.”
  - “Am a perfectionist and rarely if ever forget etails.”
  - Accomplishments: Completed 11 years of high school.”
  - Don’t use “I” or “me”

CHARACTERISTICS OF A SUCCESSFUL RESUME

- Must always be 100% truthful.
- Contains no inappropriate personal information.
- Produced on a computer.
- Data presented in chronological order (unless functional).

FUNCTIONAL RESUMES

Doesn't go in chronological order.

Based upon competencies or skills.

Used for career changers or those with

- unconventional work histories (or executives).
- Might say "Sales Experience" then list it.
- Typically brief with a simple list of positions held, etc.
- De-emphasizes importance of specific jobs.

Watch bullet points (don't always scan).

How about a dash - ?

Use labels or keywords.

Less is more.

Keep the design simple.

Minimize use of abbreviations.

SCANNABLE RESUME

BASIC CHECKLIST

- No spelling or grammar errors.
- Neat, clean, and professional looking.
- Length should be 1-2 pages.
- Margins at sides and bottom.
- Layout makes reading easy. Use of white space is effective.

BASIC CHECKLIST

- Important titles should be emphasized. Experiment with fonts & styles; **bold**, *italic*, and underlines. No more than 2 or 3 different sizes.
- Information is logically recorded.
- Use Action Verbs for accomplishments & results.

BASIC CHECKLIST

- Bullet points when possible for accomplishments.
- Quantify your results whenever you can.
- Format - chronological

WRITING AN EFFECTIVE COVER LETTER

HOW TO WRITE A COVER LETTER - RULES

- Give enough information to interest the reader, don't overwhelm.
- Research the company. Address the letter to a specific person.
- Answer an ad if you have 50% of the skills or background that the ad requires.
- Mention the person who referred you if appropriate.

HOW TO WRITE A COVER LETTER - CONTENTS

- Your address, city, state, zip, and telephone number.
- Date
- Name, title, company, address, city, state, and zip of person you're writing to.
- Greeting, followed by a colon.

HOW TO WRITE A COVER LETTER - CONTENTS

- Paragraph 1:
  - What you want.
  - How you know about the organization.
  - Mention enclosure of your resume.
- Paragraph 2:
  - Concise overview of work history and skills that will help you perform the job.
- Paragraph 3:
  - State confidence in your ability.
  - Give information on how you can be contacted.

HOW TO WRITE A COVER LETTER - CONTENTS



Paragraph 4:

Express appreciation



Closing, signature, and typed name

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