



7.2 Resume Writing

Objective

Create, format, and distribute a complete resume that accurately represents your skills, experience, and educational background

Introduction

Q. What is a resume?

A document that summarizes your **skills, experience, and educational experience**

Employers look at resumes to find qualified employees

Introduction

Q. Who needs a resume?

EVERYBODY who wants a job needs a resume!

Q. Why is a resume important?

It is the first step to getting an interview.

Introduction

Q. How have resumes changed with technology?

Resumes are **created** and **distributed** using computers.

Q. What makes a resume “good?”

- A good resume should tell your story
- Concise and easy to read

Introduction

Q. How long does an employer typically look at a resume?

Less than **one minute!**

Anatomy of a Resume

Part 1:

Contact Information

[FIRST NAME] [LAST-NAME]

[Permanent Address]

[Phone number]

[E-mail]

Professional Email Address

ChunkyMunky3@mail.com

MiguelAGuzman@yahoo.com

iHatework@yahoo.com

Fred.scharpling@gmail.com

hawtleggzzzz@att.com

cbloom@gmail.com

Part 2:
Professional Summary
or
Career Objective?

Professional Summary

- Highlights your 3-4 best qualities
- Offers a snapshot of your career and areas of expertise
- Preferred by most employers today

Career Objective

- One sentence statement of employment goals
- Desired job title, industry, environment
- Good for job-seekers without a lot of experience

Paragraph

Experienced bookkeeper with proven proficiency handling complex accounting in a large international corporation. Utilize strong communication skills with expert ability to manage staff. Effectively prioritize multiple projects and meet deadlines.

Bulleled List

- Experienced and motivated Administrative Specialist for major hospital
- Exceptional analytical skills, and detail oriented
- Optimize policy implementation through innovative communication strategies

Part 3: Work Experience

Dates worked

Name of Employer

Position

Location

Duties and Achievements

Chronological

May 2010 to present

Texas State Library, Austin, TX

Library Assistant

- Assist patrons with research questions and locate resources
- Catalog materials in database
- Implement community literacy outreach programs

June 2008 to March 2010

Java-va-voom Coffee, Austin, TX

Barista

- Prepared food and beverage orders and served customers
- Developed customer relationships
- Performed accurate cash handling functions

Functional

Communications: Executed international public relations campaigns. Represented department in meetings. Prepared annual reports.

Customer Service: Handled customer concerns and complaints. Resolved high volume of weekly customer inquiries Expertly sliced pastrami according to customer preference.

Present

Maddox Consulting

Nome, AK

Vice President

Past

Flannery and Sons Imports

Mobile, AL

Communications Director

Joe's Deli

Hackensack, NJ

Cured Meat Engineer



Part 4: Educational Background

School Name

Dates attended (optional)

Location

Degree

Part 5: Other Skills and Experience

Other Skills: Computer, Technical, Languages

Other Experience: Volunteer, Internship, Professional Organizations, or any other relevant experience

Resume Strategies

Write a Resume

- Concise
- Quantifiable
- Keywords
- Research
- Detail-oriented
- Spelling
- Accuracy
- Audience
- Word-choice

Make it Look Pretty

- Bullet Points
- White Space
- Font
- Style
- Margins
- Margins
- Headers
- Spell Check
- **Consistency**
- **Easy to Read**

But don't do these!

- Lie
- Use multiple fonts
- Pictures
- Personal details
- Salary requests
- Typos
- Unprofessional Email Address
- More than 2 pages
- Overuse abbreviations

21st Century Resumes

Common Formats

- Microsoft Word Document
- Printable Document Format (PDF)

Sending your Resume

- Send as an email attachment
- Submit over website
- Post on online job board
- Which format should you use?