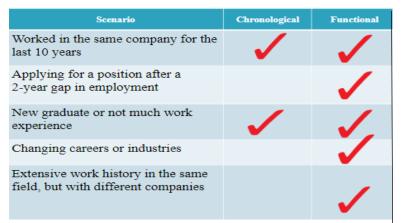# RESUME TIPS

- Target each resume to the job description (never send out the same resume twice).
- *Only highlight what you can do for the company, never tell them what you want.*
- Use a functional format.
- Focus on job accomplishments, not job duties.
- Include work history for up to 10 years of relevant experience.
- Include job titles, company names, and dates for each job to cover your work history.
- Only promote skills and include information that applies directly to the job you are applying for.

Things to Know

- Employers read the top-third of the resume.
- Resumes prepared in a chronological format are often repetitive, very long and hard to target.
- *Often job descriptions are written in order of importance as seen by the employer.* Use the job description's order to determine what order to put information on your resume.
- If it is in the job description, it should be included on your resume.
- Use the specific terminology, keywords and phrases from the job description and from your company research.
- Think about "scanning software." You are trying for word matching.

Resume Comparison: Chronolocial vs. Functional

Scenario	Chronological	Functional
Worked in the same company for the last 10 years	✔	✔
Applying for a position after a 2-year gap in employment		✔
New graduate or not much work experience	✔	✔
Changing careers or industries		✔
Extensive work history in the same field, but with different companies		✔

Functional Resumes

The **functional resume** is going to have a *Summary of Qualifications* section and then will transition into a *Work Experience* section. It focuses on accomplishments, not employment dates. It organizes a variety of work/non-work experience in a reader-friendly format and emphasizes skills, not when they were used.

Include:
- Achievements from the combination of past jobs organized by category.

Work History Section:
- Title
- Company
- Location: City/State
- Dates of employment: Month/Year in reverse chronological order going back about 10 years. This section should be just the basics single spaced.

Chronological Resumes

The **chronological resume** will move right into the *Work Experience* section. It focuses on employment dates and job duties.

Include**:**
- Title
- Company
- Location: City/State
- Dates of employment: Month/Year in reverse chronological order going back about 10 years
- Duties at each job

Functional Resume Sections

- ❑ Heading
- ❑ Profile
- ❑ Summary of Qualifications (Skills written as accomplishment statements)
- ❑ Work Experience/Volunteer Experience
- ❑ Education

  *References – *Prepare but don't present until requested. These are on a separate document, not part of the resume.*

Writing a Strong Profile

Adding a profile to your resume is like putting an elevator in a ten-story building. It can help get the hiring manager to exactly where they want to go in a hurry. However, if Summary of Qualifications needs more room, the Profile can be cut and added to a cover letter.

- **Keep Your Profile Concise.** A resume profile should be between one and four (brief) sentences.
- **Be Specific and Focus on the Job Listing.** Only include the skills and qualifications listed in the job description.
- **Focus on the Future.** Include:

  What you have to offer the employer.
  How you will meet/exceed the company's expectations.
  What you have done to show what you will do in the future.

Summary of Qualifications

Formula for Writing an Accomplishment Statement

Verb +
Task/Duty/Skill+
Benefit/Impact +
Number +
(Validation)=
Accomplishment

- List accomplishments (anything you did to make an improvement or increase the value or benefit), not job duties.
- Showcase how you contributed to your employer.
- Demonstrate the kind of worker you are with examples.
- Provide evidence of how a task was done successfully and what actions you took to make it happen.

> **Duty: describes what you did.**
> *An Executive Assistant will answer phones, manage files and provide customer service.*
> **Accomplishment: describes how well you did it.**
> *Received recognition for having 95% customer satisfaction as reported monthly through customer surveys.*

Add the Benefit

Then, take each statement one step further and communicate not only what you're capable of, but also the direct benefit the employer will receive by hiring you. **Let's face it, everyone wants to know what's in it for them!**

Some Big Benefits

Efficiency: looking for ways to save time, effort, resources or money.

Productivity: finding the least expensive way to do things effectively.

Procedures: procedures keeping the company profitable… don't go around them or "improve" them without checking with your boss first.

Money saved: every penny saved by your thought and efficiency is a penny earned for the company.

Time saved: every moment saved by your thought and efficiency enables your company to save money, and make more money in the additional time available.

Money Earned/Profit: generating revenue or results is the goal of every company.

Paint a Picture with Numbers

The most convincing accomplishments are measurable.
Quantify: Scope and Scale: What was your impact and how much/many were affected.
- Ask, "How much or how many?"
- Compare your work this year to your work for last year.
- By what percentage did you exceed your goals?
- By quantifying, you help the hiring manager picture the level of work you are comfortable providing.
- It allows you to tell the employer where you can "hit the ground running" and prevents being "overqualified."

> **Job Duty:** "planned events"
> **Accomplishment:** "Raised $100,000 by selling out tickets to a 200-person charity event"

Validation (When Applicable)

What was the standard of measurement? *How was it quantified?*
Examples: Surveys, Metrics, Company Standards, Assessments. . .

Education

List your education in reverse chronological order. Most recent on top.

- Only list completed degrees, diplomas or certifications.
- Unless, what you studied or are studying directly impacts the job in which you are applying.

For each entry list: • Area of study   • School and location

> *Do not add a date on High School or GED, to prevent the employer from guessing your age.*

Layout Tips
- Length should be one page (but should not exceed two pages).
- Use 10 – 12 point font that is easy to read.
- Margins can be 0.5 inches all the way around.
- Use consistent formatting – using bold, underline and italics to emphasize/deemphasize, bullets and indents to organize and space between sections and sub-sections.
- Balance the page between text and white space – space content evenly.
- Format should be professional and original (no templates!).
- Appearance should be neat and clean – no errors.
- No graphics or pictures.
- Be careful with abbreviations and acronyms – always spell them out in the first use.

Content Tips
- Arrange sections to highlight how you best meet the employer's needs.
- Personal pronouns should be excluded (*no I, me, we, etc.*).
- Writing should be clear and concise – all information is true and accurate.
- Don't include irrelevant or controversial information.
- Proofread, proofread, proofread – typos will get you tossed – read from the bottom up.
- Stay consistent with tenses and use Power Verbs.
- Never include names of references or state "References available upon request" – create a separate reference sheet.
- Be sure formatting is consistent. (Save the final document as a PDF to maintain formatting.)

> **Remember: a good resume is a comfortable representation of you and is getting you the right interviews.**

Resume Checklist

Heading
- ☐ Contact information is up-to-date
- ☐ Professional email

General Content
- ☐ Arrange sections to highlight how you best meet the employer's needs
- ☐ Personal pronouns should be excluded (*no I, me, we, etc.*)
- ☐ Writing should be clear and concise – all information is true and accurate
- ☐ Include industry or company terminology
- ☐ Don't include irrelevant or controversial information
- ☐ Don't tell the employer what you want
- ☐ Never include names of references or state "References available upon request" – create a separate reference sheet
- ☐ Be sure formatting is consistent. (Save the final document as a PDF to maintain formatting)

Profile
- ☐ Describe strengths as related to the job description
- ☐ Is concise and future focused

Summary of Qualifications
- ☐ Written as accomplishment statements with real life examples that are quantified as much as possible. Verb + Task/Duty/Skill + Benefit + Number + (Validation)
- ☐ May list accomplishments in categories

Work History (Functional)
- ☐ Jobs listed in reverse chronological order (most recent first)

    Job Title │ Company │ City, State │ Dates (Month/Year)

Education
- ☐ Most relevant or highest listed first
- ☐ List education that is complete and directly related to the job – if currently attending use e*xpected graduation date* or *Currently Enrolled*
- ☐ Do not put dates on completed education

Formatting
- ☐ Length should be one page (*should not exceed two pages*)
- ☐ Use 10 – 12 point font that is easy to read
- ☐ Margins can be 0.5 inches all the way around
- ☐ Information should be easy to follow with information that is easy to find
- ☐ Layout should be easy to follow and information easy to find
- ☐ Use consistent formatting – bold, underline and italics to emphasize/deemphasize and bullets/indents to organize
- ☐ Balance the page between text and white space – distribute content evenly
- ☐ Format should be professional and original (*no templates!*)
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Proofreading
- ☐ Correct grammar
- ☐ Stay consistent with tenses (past tense recommended) and use Power Verbs
- ☐ Proofread, proofread, proofread – typos will get you tossed – read from the bottom up