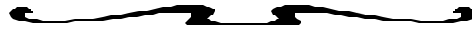


# General Job Search & Resume Writing Tips

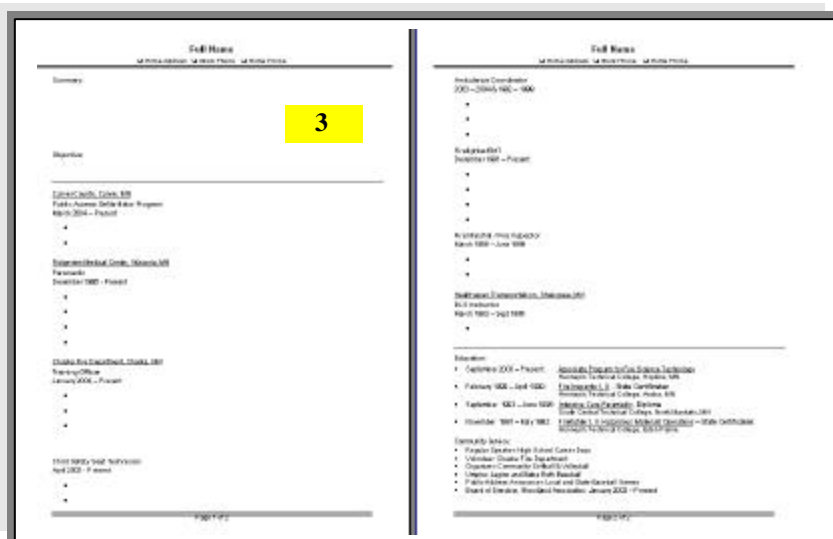
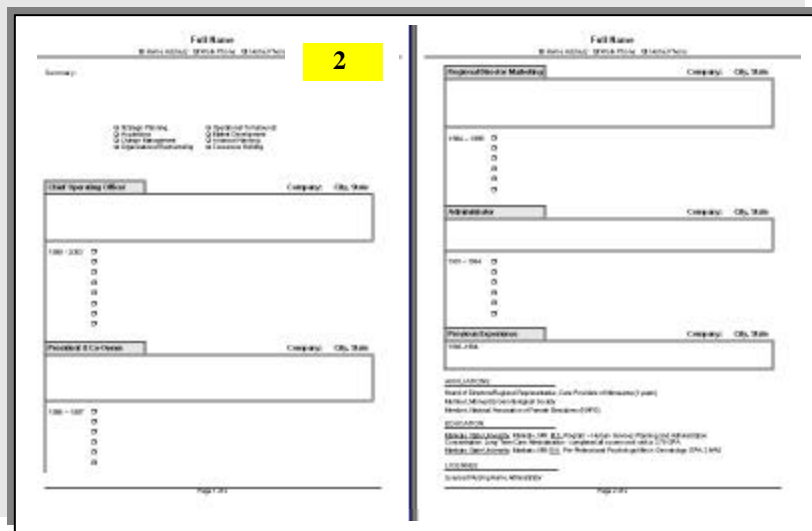
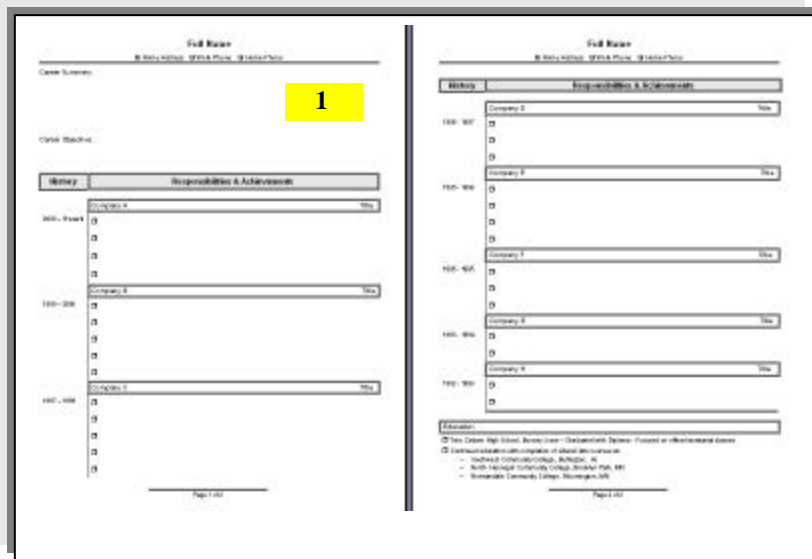


# Job Search Tips

Review the following questions. While many are basic – they are critical for your job search efforts. Every “No” is an opportunity to improve your marketability.

Basic Considerations		Y	N	If you answered “No”, consider this:
1.	Is your resume 2 pages or less?			Unless you are asked for a CV - Curriculum Vitae (which will be lengthy and include academic background; publications, presentations, research, awards and honors) your resume should be no more than 2 pages. CV's are used in academic, scientific, or research positions. There may be some exceptions, but most companies will not read through a resume that is longer than 2 pages.
2.	Is your contact information, including phone, address, and email, on all pages of your resume?			This information should be at the top of every page. Resumes can get separated – you don't want critical information overlooked because the 2 <sup>nd</sup> page of your resume did not include your personal information.
3.	Does your resume include accomplishments – not simply a listing of job functions or responsibilities?			Your resume should be more than a job description or list of job responsibilities – the employer will want to know what you accomplished – what makes you stand out from the previous candidate – what did you do with your job responsibilities to help the company attain their goals?
4.	Does your resume include a “Summary” of qualifications?			Unlike the old “career objective”, a summary gives the reader an overview of your core competencies and strengths. This is the information that will convince the employer that they should read further. Make sure this is a compelling statement.
5.	If you must include a Career Objective, does it address how you will help the company achieve their goals?			The career objective is no longer considered necessary for a resume. If you feel strongly that you need to include one, make sure that the objective asserts how you will help the company succeed and is not merely a statement of your professional goals. Employers know that you want to advance your career!
6.	Do all of your contact numbers have professional messages?			This is not the time for “trendy” messages on your answering machine. Change all messages to assure a potential employer that they have reached the right household ex: “You have reached .....please leave a message and we will get back to you as soon as possible”. Check your email address too. You might want to consider a temporary email just to accept job messages if yours is more “fun” than professional.
7.	Is your resume on professional paper?			A resume on professional paper sends a message that you are serious and accomplished. If they are asking for a resume by e-mail, it doesn't hurt to follow up with a hard copy on professional paper
8.	Did you include a name on the cover letter?			Always, always try to find out the name of the individual who will be reviewing your resume. “To Whom it May Concern” will not have the same impact and they will be impressed that you took the time to find out the name.
9.	Did you send a thank you letter after your interview?			A thank you letter is critical. It not only gives you the opportunity to highlight the skills that you can bring to the company, but it sends a strong message about you professionally.
10.	Do you have a positive attitude about your job search?			This may seem a bit simplistic, but it can be one of the most critical things to evaluate. BELIEVE IN YOURSELF, even if it has been tough and you are feeling discouraged. You need to project confidence and a positive attitude with every phone conversation or meeting. An employer won't believe that you are capable if you don't display confidence in yourself. <u>Every time</u> you make contact with a potential employer (or a contact that could introduce you to an employer), BELIEVE and PROJECT that you have the abilities to bring value to a company.

# Examples of Resume Formats - Hardcopy



## Guidelines for Hardcopy Resumes

A resume is the 1<sup>st</sup> opportunity to make an impression. Make sure it is visually appealing.

- Use common fonts that are easy to read. Arial & Times New Roman are the most common.
- Don't use a point size any smaller than 10.
- Pick one font and stick with it – a lot of different fonts will look too busy.
- Make sure it has enough “white space” on the top, sides, and between jobs and bulleted statements.
- Borders, bolding, shading or underlining help you emphasize specific areas. Be consistent in presentation. If you bold or shade the name of the company or a title - make sure that all are shaded or bolded.
- Full sentences are not expected – or desired. However, if you use a period with any statements - use them with all statements.
- **Tailor your resume to fit the need:**

**Resume #1:** This candidate progressed through many positions – each with valuable experience. She was interested in transitioning out of her industry and applying her skills to another. The most valuable achievement with each job was selected to highlight skills. A career objective was used in this case to demonstrate how her competencies could be transferred to other jobs.

**Resume #2:** Selected areas of expertise are bulleted below the summary to assure that the most critical competencies are easily viewed. A synopsis of each role was also included under every title to provide a brief background on each company worked for and to showcase achievements.

**Resume #3:** This candidate was a firefighter, a paramedic and a community educator. He needed a simplified format to display complex and concurrent positions. In addition to the summary, a career objective was used to address a combination of skills and the value he'd bring to the job.

# Getting Organized

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## 1. List jobs held for last 10 years

- Formal name of company
- City and State
- Title
- Dates of Employment

## 2. Education

- Name of school - city and state
- Degrees or classes taken - GPA if applicable
- Dates: only if required - dates of education can always be given during an interview – avoid including in the resume as it may easily pinpoint age. While age discrimination is illegal – don't take the chance!

## 3. Summary

- Select key points or competencies - emphasize exceptional skills – use bullets for emphasis
- Customize to specific jobs when able – include required qualifications

## 4. Career Objective (if used)

- Consider the value that you will bring to the company
- Phrase in terms of company benefit – not personal or professional benefit

## 5. Accomplishments

- Make a list of accomplishments for each job listed -think in terms of results – not just responsibilities
- Don't repeat skills – use the space to highlight other competencies

## 6. Build to your strengths

- Be honest, but not humble; it is not the time to be shy about your accomplishments
- Consider the skills that make you stand out and work them into the content
- Identify results that your industry considers impressive and address any similar accomplishments

## 7. Don't forget the "soft" skills or attributes

- Interpersonal, organizational, communication, cooperation, pleasant, teamwork, personable

## 8. Don't include:

- "References furnished on request" – employers know they will be furnished
- Pictures, age, family information, salary information

## 9. Keywords

- Use the key words that may be selected by your industry for scanning resumes
- If applying from an ad – use the same key words

## 10. Consider what you love to do and emphasize it!

- Minimize activities that you prefer not to continue – highlight those you are passionate about – your energy will be evident in the resume and the interview!

## Examples

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### Summary Statements – usually 5- 6 sentences:

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**1. Multiple positions in a 10-year period. Emphasize the positive in your summary statement.**

Progressive track record representing increasingly responsible positions and expertise in customer service, effective problem resolution, successful negotiation and working with diverse client populations.

**2. Change a boring opening statement to one that will grab the reader's attention. Example: "Eighteen years of leadership and management experience" can be changed to:**

Accomplished executive with over eighteen years of leadership expertise and possessing the vigor and vision of an entrepreneur.

**3. Focus on specific skills and results, Which statement tells you more? Example: "Facilitated organizational change through leadership style" OR**

Successfully advanced career from Long Term Care Administrator to Chief Operating Officer by developing effective solutions for cost containment, revenue enhancement and market domination.

### Career Objectives:

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**4. Stay away from useless statements. Example: "To use my skills in .....". Consider the objectives of the company and incorporate skills that will help achieve them.**

- To spearhead business technology solutions that will accomplish an organization's strategic plans for growth.
- To work with a Christian counseling organization that embraces diversity, respects individuality and facilitates healing in the dimensions of spiritual, emotional and clinical well being. I would particularly welcome the opportunity to contribute to an effective healing environment and apply my expertise in Temperament Therapy.

### Accomplishments:

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**5. Use result-oriented statements (specific to your industry) instead of listing job responsibilities.**

	<b>Instead of:</b>	<b>Think results:</b>
Assistant	Reviewed all loans	Reviewed all loans for omissions or errors and completed necessary corrections to ensure 100% compliance with standards.
Tool & Dye	Reduced annual tooling costs	Reduced annual tooling costs by \$1.7M, subsequently decreasing overhead expense with all corporate procurement contracts.
Marketing Manger	Accountable for marketing goals	Effectively collaborated with directors to develop marketing goals and execute successful strategic plans.
Graphic Design	Able to relay a client's objectives to all contractors for successful final production	Accomplished in spearheading teams that consistently met each client's objective to "win" accounts.
CFO	Responsible for negotiating financing	Strategically negotiated financing with multiple banks to maintain financial integrity and support aggressive expansion.