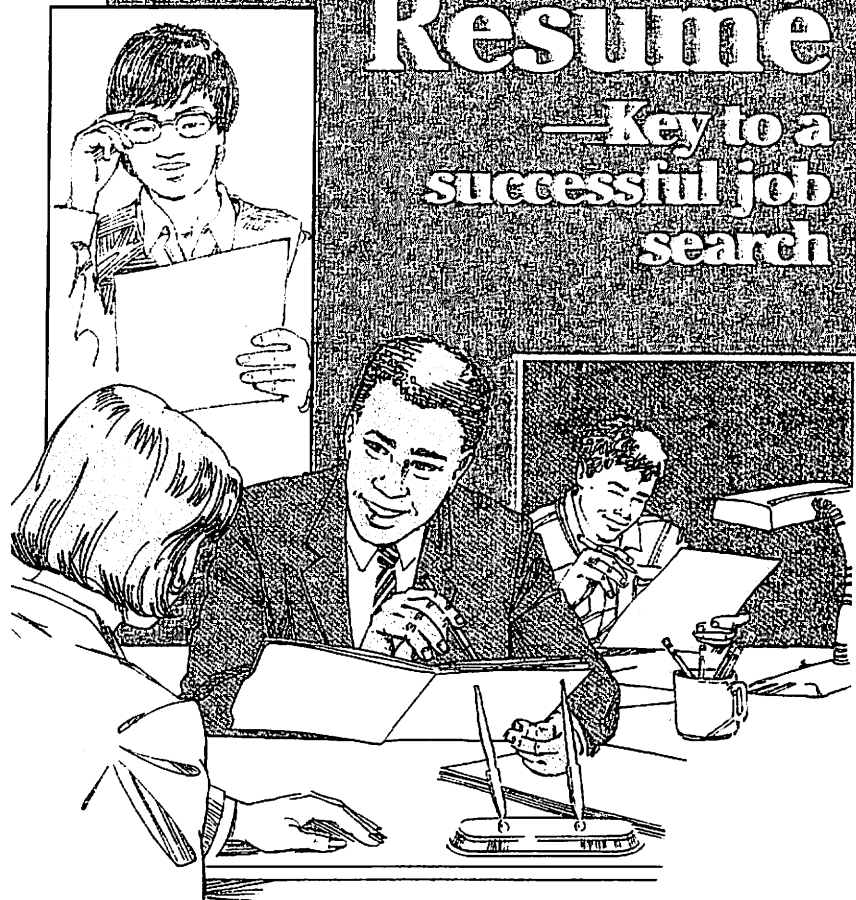


Your Résumé

—Key to a
successful job
search



What is a résumé?

It's a brief history of your accomplishments that you prepare for potential employers.

A good résumé is:

Clear

It presents the facts in a clear, easy-to-read style.

Well organized

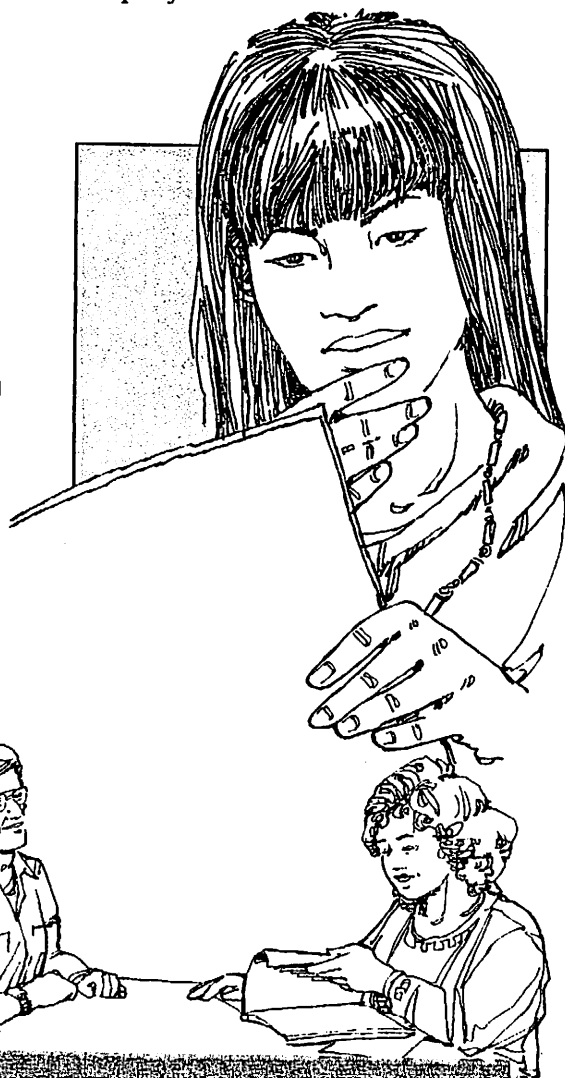
The reader can see your strong points at a glance.

Dynamic

Action verbs make your past come alive.

Neat

Its appearance says, "I'm proud of who I am and what I've done."



Your résumé should be designed with one thing in mind—to get you job interviews.

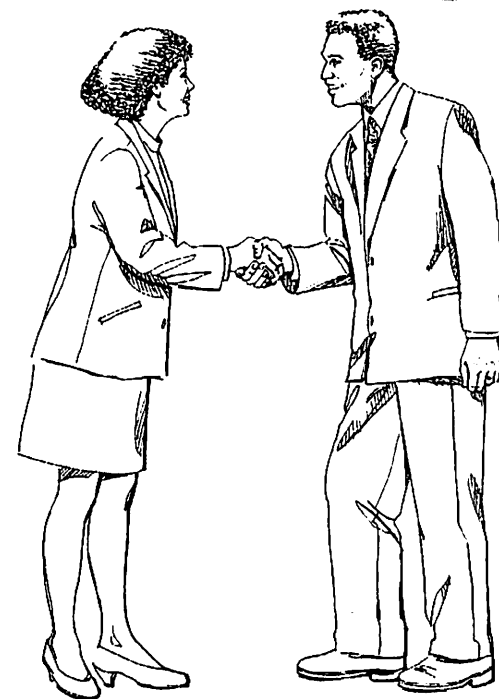
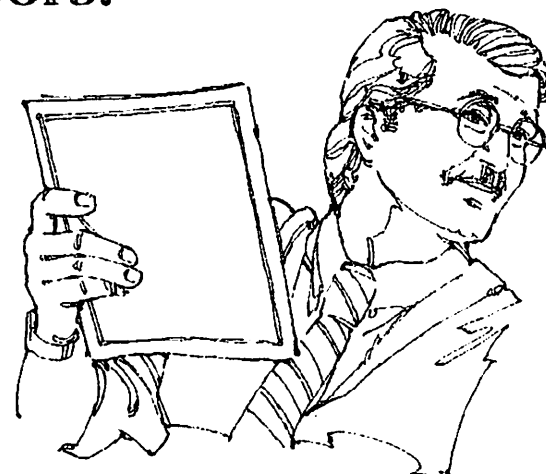
A good résumé can open doors.

Your résumé introduces you and makes your sales pitch to potential employers. It tells them:

- you're a first-rate candidate for employment
- you deserve an interview, a chance to describe in person what you can contribute to their organization.

And once the door is open, your résumé serves as:

- a guide for you and the interviewer while discussing your background
- a reminder to the interviewer about who you are after the interview is over.



What to include on your résumé

Depending on your background and the job desired, your résumé should include:

A heading

Include your:

- full name
- complete address (include permanent address and present address if you're a college student)
- home telephone number
- personal e-mail address.

Only include your work number or e-mail if it's OK to contact you at work..



A job objective or professional profile

- **A job objective** lets the employer know what type of position you're looking for. If you include a job objective, avoid being vague, but don't be so specific that you eliminate yourself from other related positions.

POOR OBJECTIVE:
A challenging position that uses my education and creativity.

GOOD OBJECTIVE:
A sales position in a growing retail organization.

- **A professional profile or summary** gives the employer a summary of the skills and experience you would bring to the job. This is your chance to highlight your key skills and achievements—and make an employer want to learn more about you.

POOR PROFILE:
Knowledge of many areas of public relations.

GOOD PROFILE:
Over two years of experience in public relations, with expertise in strategic planning and media relations.

By preparing more than one résumé, you can tailor your objective or profile to particular job openings.

Education/training

This section may contain:

- names and locations of schools or programs
- dates of attendance
- degrees, certificates or licenses awarded
- major
- grade-point average, if 3.0 or above
- coursework related to the job you want
- honors, awards, scholarships or elective offices.

Work experience

This can include any full- or part-time, seasonal or volunteer work. Provide:

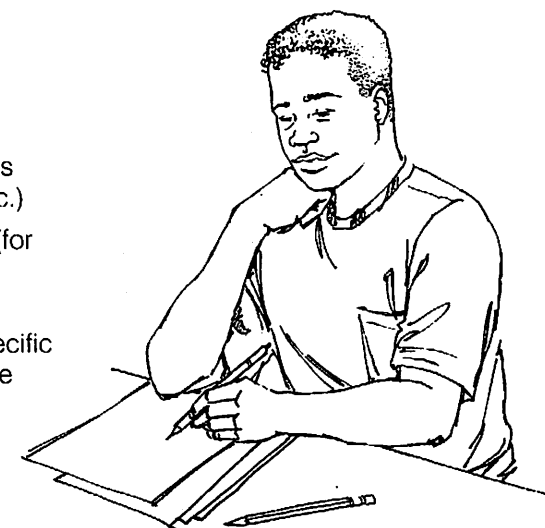
- names and locations of employers
- dates of employment
- job titles
- duties and major accomplishments.

Leave out experience that's very old unless it relates to the job you seek.

Activities/special skills

You may want to mention:

- interests and activities that demonstrate job-related skills (leadership, organization, etc.)
- personal accomplishments (for example, "paid my own way through college")
- special abilities, such as specific computer skills or knowledge of a foreign language.



Look on pages 6 and 7 for sample résumé formats.

Choose a form that works for you.

There's no single, best way to set up your résumé. But these 2 forms (or a combination of them) are most common:

1. Chronological form

Job experience is arranged listing most recent job first.

Advantage

This form gives a clear picture of where you've worked and what you've accomplished. It's logical and easy to follow. Many employers prefer this form.

Disadvantage

Limited experience, any gaps in employment or other weak areas may be evident if you use this form.

	<p>ANNE E. BATES 16 East Street Kingston, Minnesota 06006 (333) 555-5555 aebates@anyprovider.net</p>
JOB OBJECTIVE	To work full time as a reporter for a major daily newspaper.
EDUCATION	Alexandria College, Alexandria, Minnesota Bachelor of Arts in Communications, June 2005 Journalism Award, 2005
EXPERIENCE	<p>2005–present Reporter <i>The Kingston News</i>, Kingston, Minnesota Cover local politics. Write regular column on political elections and events.</p> <p>2003–2005 Features Editor <i>Alexandria College News</i>, Alexandria, Minnesota Edited feature stories for college newspaper.</p> <p>Summer 2003 Intern <i>WXL Channel 52</i>, Ashland, Minnesota Completed a summer internship in broadcast journalism. Covered local news stories.</p>
SPECIAL SKILLS	Fluent in Spanish. Skilled in use of word processing and office software.

2. Functional form

Work experience is arranged according to areas of skill.

Advantage

This form draws attention to accomplishments. It highlights your skills rather than your work experience (or lack of it).

Disadvantage

Some employers may be suspicious of this form. They may wonder if the candidate is trying to cover up something, such as a gap in employment.

Consult library books, career counselors and other sources about which form is best for you.

ANNE E. BATES
 16 East Street
 Kingston, Minnesota 06006
 (333) 555-5555
 aebates@anyprovider.net

PROFILE

Journalist with experience covering local and national politics.

SKILLS AND ACCOMPLISHMENTS

Interviewing

Conducted on-the-scene interviews as part of work for a television news team.
 Interviewed local officials and officeholders while covering political events.

Writing

Wrote pieces for television news broadcasts.
 Wrote feature articles for college newspaper.
 Reported on local politics for city newspaper.
 Able to write in Spanish.
 Skilled in use of word processing and office software.

Editing

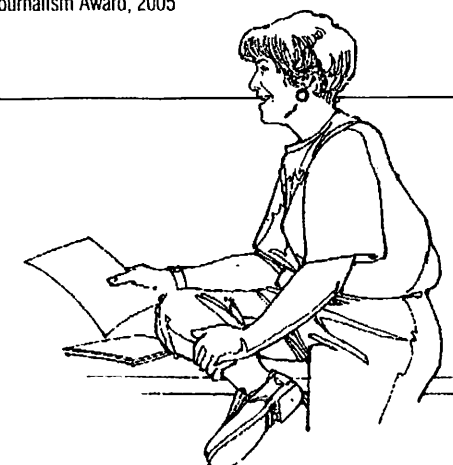
Worked as features editor for college newspaper.

WORK HISTORY

The Kingston News, Kingston, Minnesota (2005–present)
Alexandria College News, Alexandria, Minnesota (2003–2005)
WXL Channel 52, Ashland, Minnesota (Summer 2003)

EDUCATION

Alexandria College, Alexandria, Minnesota
 Bachelor of Arts in Communications, June 2005
 Journalism Award, 2005



Set the right tone.

Let your résumé show that you're a dynamic individual with a lot to offer! Here's how:

Emphasize the positive.

Sell your strengths. Focus on the positive contributions you've made to your employers, your school and your community. Omit any negatives—being fired, a low grade-point average, etc.

Highlight accomplishments.

List your most important qualifications first. If you're a recent graduate, list education before experience, since that is your most important qualification.

Don't just list your duties. Tell what you actually achieved, and be specific (use exact numbers when possible).

Poor: Supervised staff at a store.

Good: Supervised 6 staff members at a retail clothing store.



Use action verbs.

Start with an action verb whenever possible. Verbs such as supervised, organized, planned, developed and created tell precisely what you accomplished.

Avoid wordiness.

- Use key words and phrases instead of complete sentences.
- Eliminate the pronoun "I."
- Be direct.

Poor: I staged an extensive campaign to cut costs and increase overall profits from fund-raisers by 10% in the course of one year's time.

Good: Increased profits from fund-raisers by 10% in one year.

Use familiar terms.

Use language appropriate to the type of job that interests you. But, be sure you are clear and easily understood.

Be neat.

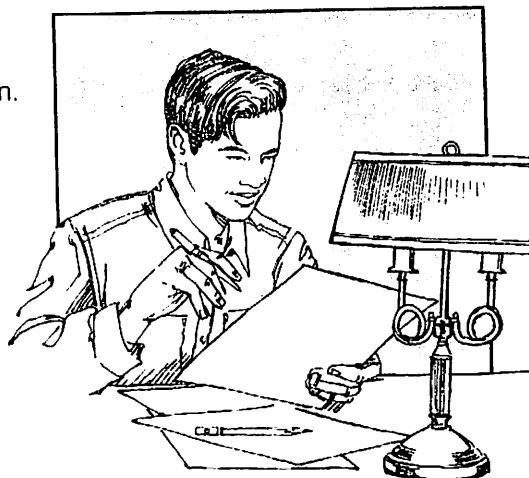
Make your résumé a class act—no coffee stains, smudges, errors, corrections or anything else that detracts from its appearance.



Other tips for writing résumés

DOs

- Be honest. A skillful interviewer will be able to spot any exaggeration or false information. Also, employers often verify information in résumés and applications.
- Keep it brief. Most job-seekers should be able to limit their résumé to one page.
- Write your own résumé. You know yourself better than anyone else does.



DON'Ts

- Don't use gimmicks. Photographs, unusual formats, loud-colored paper, etc., may attract the wrong kind of attention.
- Don't include salary requirements. If you're asked for this information, put it in your cover letter.
- Don't include unnecessary personal information such as race, religion, political affiliation, etc.



Put on the finishing touches.

Design an attractive layout.

- Leave a 1" margin on all sides.
- Use capital letters, boldface, bullets and indenting to emphasize important information.

Type your résumé.

- Use a computer and a printer that produces neat, clean type.
- Choose a typeface (font) that's simple.
- Use high-quality paper with matching envelopes. White or off-white is best.

You may want to have your résumé professionally prepared, once you've written it.

Proofread carefully.

- Check spelling, punctuation, grammar and word usage.
- Have someone else with good language skills proofread your résumé, too.

Make high-quality copies.

Go to a professional printer to have the résumé printed or copied on a high-quality photocopier.

Create a separate "e-friendly" version of your résumé

—one that's easily "read" by a computer. (See page 13.) Some employers may scan your paper résumé into a computer. Or you may be asked to submit your résumé by e-mail or using an online form. Then a computer may be used to search for keywords to find the best candidates.



Always send a cover letter.

It introduces your résumé. Include these basic parts:

1. Your address and the date

2. Name, title and address

of the person or organization you're contacting—if possible, write to a specific person

3. Greeting

4. 3 brief paragraphs

- The 1st explains why you're writing.
- The 2nd tells how your skills relate to a specific job or how your skills can benefit the organization.
- The 3rd requests a reply and/or an interview.

5. Complimentary closing

6. Enclosure notation

—use "Enclosures (2)" if you're also including an "e-friendly" résumé for scanning. (See page 13.)

Be sure that you:

- Print your cover letter on paper that matches your résumé.
- Type the envelope, too.

75 East Payton Drive
Newbury, ME 00001
February 16, 2006

Mr. Eliot Pierce
Systems Manager
R & F Data Systems
3 North Street
Hanover, ME 00100

Dear Mr. Pierce:

I am writing in response to your classified ad for a computer programmer, which appeared in *The Daily Chronicle* on February 14.

As the enclosed résumé indicates, I have taken courses in several computer languages, which would be particularly helpful in designing programs for your company. During my internship at Sandex Associates, I used this knowledge to help solve several problems with their new database system. I would like to put my technical knowledge and problem-solving ability to work designing programs for R & F Data Systems.

I would appreciate your contacting me at (444) 555-9999 for an interview.

Sincerely,
Alex K. Wharton
Alex K. Wharton

Enclosure

Create an "e-friendly" version of your résumé:

Content

- Be sure to include keywords related to the skills and experience you have that employers in your field are looking for. Look for those used in their want ads, for example. Computers may search for these.
- Limit abbreviations. Spell out terms, degrees, etc.

Formatting and typeface

- Remove all special formatting, such as indents, tabs, bullets, graphics, boxes, shading, and horizontal or vertical lines.
- Remove any underlining, italics or boldface.
- Use capital letters for section headings.
- Use a basic font (such as Arial), 10-14 points in size.
- Place your name on the top line. Your address, phone number, etc., should each go on a separate line.

Paper

- Use 8½" x 11" plain white paper.
- Print on one side only.
- Don't fold or staple your résumé.

ANNE E. BATES
16 East Street
Kingston, Minnesota 06006
(333) 555-5555
aebates@anyprovider.net

KEYWORD SUMMARY

Reporter with experience in newspaper and broadcast journalism.
Bachelor of Arts in Communications.
Features editor, political columnist.

EDUCATION

Alexandria College, Alexandria, Minnesota
Bachelor of Arts in Communications, June 2005
Journalism Award, 2005

EXPERIENCE

2005–present
Reporter
The Kingston News, Kingston, Minnesota
Cover local politics. Write regular column on political elections and events.

2003–2005
Features Editor
Alexandria College News, Alexandria, Minnesota.
Edited feature stories for college newspaper.

Summer 2003
Intern
WXL Channel 52, Ashland, Minnesota
Completed a summer internship in broadcast journalism. Covered local news stories.

SPECIAL SKILLS

Fluent in Spanish. Skilled in use of word processing and office software.

Saving and sending

- Save your e-friendly résumé as a plain text file. E-mail it by pasting it into an e-mail. Follow these steps unless an employer says other file types and e-mail attachments are OK.
- If you e-mail or upload your résumé, take your regular résumé to an interview, too.
- If you mail your regular résumé, also include a copy of your e-friendly résumé. Clearly label it as the scannable version.

Sources of help and information

A career placement service

Review samples of résumés and cover letters. Ask about current trends in employer preferences for résumé styles and format. Set up a placement file, if possible.

Your library

Check for sources that list job titles and the skills needed for those jobs. The *Occupational Outlook Handbook* (also available online—see below) and professional journals are good examples.

People who've written résumés

Counselors, professors, co-workers, friends and others who've had experience in writing résumés and searching for a job can be valuable sources of help.

The Internet

A wealth of career information is available on the Web. For starters, check out:

- the online version of the *Occupational Outlook Handbook* at www.bls.gov/oco/
- O*NET® (The Occupational Information Network) at <http://online.onetcenter.org>.

Computer resources and access to the Internet for career information are available at most schools, colleges and employment agencies.



A good résumé gets results!

Gather
all the information you need.

Use
the right form and tone.

Keep
it neat.

Prepare
an effective cover letter.

Get help
if you need it.

**When opportunity knocks,
your résumé can open the door!**

