

The “Write” Resume



Toni Ripo, Advisor
Career Resource Center



What is a resume?

- A summary of education, skills, and experiences

What is the purpose of a resume?

- To get the interviewer to **read** your resume and call you in for an **interview**.

Basic Guidelines

- Create an email just for your job search. Use a professional email name, not Funnyface@yahoo.com
- Begin with the most important information first
- Begin with the most recent dates and work backwards chronologically
- Use quality paper and matching paper for the resume, cover letter & envelope
- Use the same heading on the cover letter and resume
- Be clear & concise, not repetitive
- Start with a 12 pt font size
- Reduce margin size if needed
- Use proper grammar and punctuation
- Use the spell checker
- Make sure your resume is visually appealing



Three styles of resumes

Functional	Combination	Chronological
Emphasizes skills obtained from school, jobs or activities	Combines skills and experience	Emphasizes skills obtained from relevant work experience
De-emphasizes entry-level, retirement, career changes, and gaps in employment		De-emphasizes lack of experience
Good for all of the above plus military personnel and those re-entering the workforce	Good for anyone	Good for someone with a seamless work history - one career path and no gaps in employment.
Least common – least liked by HR	Most popular – Toni recommends	Most common



Functional vs. Chronological

Emphasizes skill development by category. Example

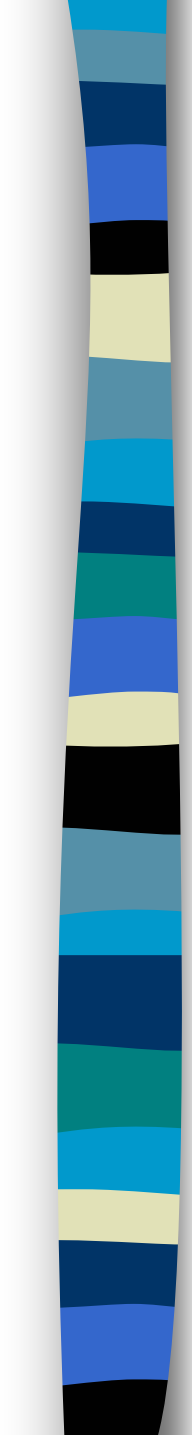
Problem Solving

- Resolve customer complaints.
- Identifies resources and brainstorm solutions.

Emphasizes skill development by job title. Example

Accountant

- Reconcile daily general ledger.
- Analyze balance sheets.



What goes in the contact information?

- Name
- Address – indicate permanent or temporary only if necessary
- City, State (two spaces) zip code
- Phone number – indicate cell, home, fax only if multiple numbers
- Email address – professional name



What is an objective?

- Something aspired to – a goal
- A brief, concise statement
- Introduces some personal attributes
- General statement for an unknown position - best used for a job fair
- Specific statement for an advertised position
- Written from the employer's perspective



Which objective is specific?

Objective: Looking for a job that is flexible to my school schedule where I can learn new skills.

Objective: Seeking a rewarding position in the health field.

Objective: A compassionate professional with proven ability to act calm under pressure seeking a rewarding position as an ICU nurse.



Grab their attention!

- * Skills
- * Highlights
- * Summary of Qualifications

In this section, describe your strengths and skills.

Include your computer skills and foreign language skills.

Think about the top three skills the employer needs. Develop brief statements describing your experience with the top three skills.



Education

- Name of the degree and program
- Name of the school
- City, State
- Graduation date: Anticipated graduation May 2005 or status: Freshman, Sophomore
- GPA 3.0 or greater
- Relevant courses and high level courses



Work Experience

- Job title – bold
- Name of the company
- City, State
- MM/YY started to MM/YY ended
- Job description



Job Description

- Brief concise statements
- Use action verbs or adjectives
- Maintain parallel structure
- Describe skills, values, action and results of your work.
- Use the language of the field
- Speak in measurable terms and describe the added value you bring to the employer



Which column demonstrates parallel structure?

- Demonstrated
- Responsible for
- Proficient
- Excellent
- Analyzed
- Balanced
- Trained
- Provided
- Coordinated
- Organized



From Good to Great

Wrote articles for the school newspaper.

Wrote 10 articles under deadline for the school newspaper.

Administer care to patients.

Administer quality care to elderly patients.

Provide excellent customer service.

Develop rapport with customers and increase customer retention and repeat business.



Portfolio available upon request

- www.facts.org

- Career Planning
- Career Portfolio for College Students

- Post your resume online

- www.mccfl.edu/CareerResourceCenter
- Online Career Office



Resource

- Free proof reading service at the CRC
 - 48 hour turn around time required.
- Microsoft templates
- Resume books in the CRC Library
- CRC Resume Guide

[Http://resume.monster.com](http://resume.monster.com)

www.careerperfect.com

www.jobweb.com