

## WHY HAVE A RESUME?

A resume is the beginning step in conducting a well-planned job search. The primary purpose of a resume is to market your skills, education and accomplishments in such a way that you are invited for an interview...not a job! A good resume is brief, visually pleasing, and makes it easy for the recruiter or hiring manager to quickly identify you as a qualified job candidate.

## GETTING STARTED

*Here are a few things to consider as you get started on your resume.*

- Find out what skills and knowledge are needed in your industry. Use the company job descriptions, website or O\*NET (<http://online.onetcenter.org/>) for a list of qualifications, key words and industry jargon.
- Make a list of experiences you have had. Experiences can be paid jobs, community volunteer experiences, internships, class or extra-curricular projects, or any experience in which you developed relevant skills to the job or company needs.
- Identify your past responsibilities and accomplishments that best match your industry specific requirements to demonstrate these skills and show you can do the job well.
- Describe those experiences in simple, action-oriented accomplishment statements.

## RESUME PRESENTATION

DO	DON'T
Keep it simple	Be creative or use multiple fonts or font formatting
Make it letter perfect	Send with typos, misspellings or incorrect grammar
Print with 10-12 font size	Use too small/large/scripted fonts
Limit to one page, unless you have extensive experience and/or education relevant to job	Fill up multiple pages with irrelevant and non-related experience
Use specific keywords/action verbs	Be generic
Include email address	Use graphics and shading

## RESUME CHECKLIST

### Is your resume...

- Visually pleasing, easy to read and well laid out?
- Error free (both spelling and grammar)?
- No personal pronouns?
- A good reflection of how your skills and experience relate to the job?

- 1 page?

### Does your resume...

- Use consistent formatting for dates, job accomplishments, etc.?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all of your relevant experience whether it be paid or unpaid?
- Utilize action verbs and action-oriented language to describe your experience?
- Use industry language and jargon to describe your experience?
- Demonstrate an understanding of the position you are seeking and/or the needs of the employer?