

The Resume Tip Sheet

A well-typed resume is a very handy thing to have when you go to an interview. If done correctly, it will tell the employer about you as a person and your job-related skills. Resumes also show your past work history.

Although you will fill out an application form before you interview with an employer, the resume will impress the interviewer. **A good resume shows the employer that you care about finding a job and have taken the time to prepare yourself before the interview.** No matter what type of job you are looking for, a well-typed resume shows that you are a well-organized person. A well written resume will often set you apart from others who are interviewing for the same job. A good resume is an important job search tool and “sells” your employment skills to a prospective employer.

Tips for an Effective Resume

1. **Try to Use a Computer**-There are computer programs that make it much easier to prepare your resume. Your local library, Work Force Center, or “quick print” shop can help. Practice on the computer in the library transition resource center.
2. **Be Specific**-Don’t waste valuable space with overused, general statements. An example of a general or “flowery” statement is: “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.” Be direct and to the point in identifying your accomplishments.
3. **One or Two Pages**-If your career justifies a two-page resume, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don’t ramble on about unrelated experiences. Ask yourself, “Will this statement help me land an interview?” Every word should sell you.
4. **Avoid Use of Personal Pronouns**-There should be no mention of “I” or “me” and only limited use of articles such as, “a,” “an,” and “the.” Also, do not use abbreviations.
5. **List Only Necessary Information**-Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the resume.
6. **Center or Align Headings**-All headings should be easy to locate and consistent in layout.

7. **Avoid Making Excuses**-Don't include the reasons you are no longer working at each job listed on your resume. The phrases, "company sold," "boss was an idiot," and "left to make more money" have no place on your resume. Be positive.
8. **Check for Typos**-Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the resume to find mistakes you might have missed.
9. **Use Quality Copy Paper**-Don't try to save money by printing your resume on cheap copy paper instead of good quality stock. A resume should be printed on paper with a high percentage of cotton fiber; it should also be mailed in an envelope with a high percentage of cotton fiber. You can find resume paper and envelopes at any store that sells office supplies. Inspect copies for smudges and marks before distributing.

Getting your Resume Out

- Resumes should be sent to a person by name; make the extra effort to find out the name and title of the appropriate person.
- If you are asked to send a resume to Personnel or Human Resources, also send a resume to the person in charge of the department for which you want to work. Though the personnel staff executes the screening, the department manager has the final hiring authority.
- Always send your resume with a cover letter.
- When directly contacting employers, always have a copy of your resume available and offer it to them.
- When applying for a job with an employment application, you may want to attach your resume. Always take the time to completely fill out the application. NEVER handwrite on the application, "see resume." Give a copy of your resume to your references as it provides information about you and helps them talk to an employer about your qualifications.
- Always phone the employer before or after sending your resume. Be courteous and professional and sell your qualifications.
- Always bring extra copies of your resume to an interview.
- Finally, **follow up, follow up, follow up!** It is no use mailing resumes if you do not take the time to follow up your efforts.

Constructing your Resume

Action Verbs:

Choose action verbs to put on your resume that best describes your skills, abilities and accomplishments.

Analysis: Analyzed, Studied, Determined, Discovered, Calculated, Forecasted, Evaluated, Conducted, Identified, Interpreted, Investigated, Planned, Researched, Revised, Selected, Solved, Ascertained, Clarified, Pinpointed, Probed, Integrated, Appraised, Assessed.

Leadership/Supervision: Explained, Governed, Guided, Presided, Scheduled, Stimulated, Trained, Recruited, Supervised, Managed, Orchestrated, Administered, Appointed Controlled, Directed, Cared for .

Coordination: Coordinated, Controlled, Orchestrated, Directed, Harmonized, Maintained, Presided, Systemized, Shaped, Steered, Arranged, Assembled, Activated, Scheduled, Facilitated, Handled.

Training: Trained, Coached, Advised, Instructed, Educated, Oriented, Enhanced, Taught, Instilled Briefed, Stimulated, Groomed, Enlightened, Guided, Motivated, Counseled.

Organization: Organized, Collected, Arranged, Collated, Catalogued, Indexed, Revised, Scheduled, Systematized, Classified, Itemized, Specified.

Sales: Sold, Marketed, Distributed, Obtained, Promoted, Generated, Stimulated, Recruited, Penetrated, Energized.

Management: Planned, Administered, Fostered, Promoted, Consulted, Organized, Directed, Conferred, Discussed, Formulated, Contacted, Facilitated, Supervised, Trained, Prepared, Arranged, Coordinated, Marketed, Maintained, Analyzed, Recommended, Reviewed, Handled, Prescribed, Participated, Accomplished, Determined, Approved, Contributed, Established.

Creation: Animated, Created, Initiated, Originated, Authored, Wrote, Designed, Composed, Conceived, Conceptualized, Formulated, Pioneered, Developed, Defined, Invented, Engineered, Fashioned, Founded, Illustrated, Mapped, Reproduced, Visualized.

Growth: Gained, Increased, Augmented, Amplified, Accumulated, Advanced, Heightened, Intensified, Strengthened, Maximized, Enhanced, Enlarged, Expanded, Broadened, Doubled, Reinforced, Concentrated, Condensed, Consolidated, Saved.

Reduction: Decreased, Diminished, reduced, Lowered, Minimized, Alleviated, Curtailed, Curbed, Declined, Divided, Simplified.

Development: Developed, Converted, Designed, Devised, Refined, Established, Improved, Improvised, Installed, Planned, Cultivated, Evaluated, Engineered, Explored, Examined, Researched, Analyzed, Upgraded, Updated.

Efficiency: Streamlined, Facilitated, Expedited, Simplified, Combined, Converted Eased, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized.

Support: Assisted, Participated, Augmented, Relieved, Boosted, Strengthened, Represented.

Achievement: Achieved, Elected, Won, Earned, mastered, Maintained, Performed, saved, Salvaged, Solved, Started, Succeeded, Utilized, Volunteered.

Using Strong Action Verbs to Describe Skills

Focus on using strong action verbs to describe forceful, highly specific facts in your statements, instead of general verbs and adjectives. This is what makes you unique to all other job seekers out there. Here are some typical examples and ways to rework them.

Poor:	Customer Service
Better:	Provided customer service for bank clients What were the bank services? Were there policies/procedures? What did it result in?
Best:	Resolved consumer problems, explained bank services and policies, and communicated knowledge of financial planning, resulting in greater customer satisfaction.

Poor:	Department Manager
Better:	Managed department and recruited participants How did you manage the department? What did you recruit for?

How many did you manage?

Best: **Managed a 12 person department that recruited Participants for marketing research studies resulting In cutting costs by one-third in less than six months**

Poor: Worked with children with special needs

Better: Organized and initiated group activities for children with Special needs

What duties?

What did they result in?

How did they fit into working with gifted students?

Best: **Organized and initiated group craft activities for Children with special needs to enhance peer Interaction and develop motor skills**

Poor: Duties included planning team teaching

Better: Coordinated team teaching activities

What grades did this include?

What was the result of the activities?

Best: **Coordinated team teaching activities resulting in understanding and cooperation among all primary grades**