

TIPS ON BUILDING A RESUME

“A resume is a self-promotional document that presents you in the best possible light for the purpose of getting invited to a job interview.”

Yana Parker

The Resume:

- Your resume should include past and present job information. It is important for your resume to communicate to the employer: who you are, your work history, how you will perform on the job and how you can be an asset to any company or organization. Any information listed should be relevant to the position you are applying for.
- There are three different formats you can use: **reverse-chronological, functional and combination**. A reverse-chronological resume lists your experience and education in chronological order with the most recent dates first. A functional resume organizes your work experience by the functions performed regardless of date. The functional combines information from the chronological and functional formats.

*For an overview of resume types, see attached sample resumes on **pages 13 – 16**.*

- To build a resume, first establish a job target and/or clear objective to show direction and focus. Generic resumes are not as strong as targeted resumes. A clear objective states intention. If you have multiple job objectives, then create a different resume for each distinct job target.
- Find out what specific skills are needed for the position you are applying for. Identify and list the skills, abilities and special talents that you have developed through your own work experience. Establish a relationship between the skills you have developed and the skills needed for the job you are targeting.
- Sell your strengths and skills on your resume by highlighting accomplishments on the job. Use the Action Word list on **page 12** for ideas on how to formulate each job description.
- If you have very little experience or have never worked a paying job, you can create a resume by using your training history, volunteer work, summer internships, community based jobs, odd jobs and life experiences. These experiences may have allowed you to develop skills that could be utilized in the desired position.
- It is not necessary to include ethnic, religious affiliations or hobbies and interest, unless they are relevant to your job objective.

The Resume Appearance:

- When preparing your resume, always consider the appearance. At a glance, your resume should look visually attractive and easy to read. Remember, an employer may receive 200-300 resumes or more for one job and will usually look at each resume for 15-20 seconds. **Your resume should look like a document that an employer would want to pick up and read.**
- Your resume should be typed in one of two **Font Styles** for clarity and an overall professional layout: **Times New Roman** or **Arial**.
- Do not use colored paper. Your resume should be typed on a computer/word processor and printed on white or off white resume paper. A resume typed on colored paper may not come out clearly when photocopied.
- Make sure that the all the information on your resume is lined up and neatly formatted.
- Make sure that there are no typos or misspelled words.
- Create to fit on one page (if possible).

Remember, a good resume is a crucial document needed for the job search. If you have never prepared a resume, it takes several corrections of your typewritten copy before you get it right. If you have a resume already, be open to suggestions and comments from the counselor. Remember, the resume is a working document, which should be looked at periodically and revised.