

## YOUR RESUME

### 1. PURPOSE

Your resume is:

- A. An advertisement of yourself, a promotion piece
- B. A way of making the employer take a second look
- C. A tool for obtaining an interview
- D. A visual reminder for the employer to keep after the interview
- E. A means of helping you to organize your job campaign
- F. A creative supplement (or substitution) to the application

### 2. PREPARATION

#### A. Asset List

- 1. List all experience according to functions/skills/transferable elements
- 2. Include: paid employment/volunteer work/community work/field work in school/projects/ personal life experience/travel
- 3. Grade list for importance, select for effectiveness

#### B. Functional Headings

- 1. Group your skills under 3-5 headings, which are geared toward the requirements of the job
- 2. Ideas for headings may be taken from job specs, or may come from looking at frequently used skills or emerging patterns of skills in the asset list

#### C. Design and Layout

- 1. Short/easy to read
- 2. Set off lines/underlining (used for emphasis)
- 3. Lots of space/not crowded
- 4. Professionally Printed (better yet-typed fresh each time!)

D. Organization

1. Organized to draw immediate attention to your most significant achievements and skills (put what they are looking for FIRST)
2. Organize experience according to function performed (task, skills)

E. Education

Degrees/applicable coursework/G.P.A. (if positive)/honors achieved

F. Other Headings

1. Awards/publications/affiliations/special skills-relevant to the job

G. Wording

1. Words denoting action and/or responsibility (initiate, conceive, direct, supervise, plan, implement, manage, administer, etc.)
2. Positive slant
3. Delete unnecessary words and weak words, such as "help", "assist," and "participate"

3. **HOW TO USE IT**

- A. Combine with a cover letter (not necessary if applying for an exam)
- B. Direct mail solicitation of selected potential employees
- C. Leave with employer following interview
- D. Recently funded projects or contracts
- E. Circulate among:
  1. Acquaintances in chosen field
  2. Friends who have contacts
  3. Placement office of universities and colleges
- F. Post on the INTERNET – Monster.com@Hotjobs.com,etc.