How To Write A Resume

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What are Resumes & Why They are Important?

What Makes a Resume Weak

What Resumes Should Contain

Where to Help for Resumes

What are Resumes & Why They are Important?

- A brief written account of personal, educational, & professional qualifications & experience

- It is a written summary of a job applicant

An example of a resume

What are Resumes & Why They are Important

■ Resumes serve as a first impression for employers

■ Resumes can effect the outcome of you getting a job!

Before getting an interview you'll have to write a resume

What are Resumes & Why They are Important

- When writing a resume one must think of it as selling yourself

- Resumes advertise your abilities and skills to your future employer

- Such a task must be considered carefully if taken lightly employers may get the wrong impression of you and will not consider you for hire

Most employers just skim over your resume

What are Resumes & Why They are Important

- Resumes are like keys to jobs, they help you get access to jobs you want

- They are also an extension of your abilities written down onto a form

- If your abilities are not represented with as much clarity as possible then you are less likely to obtain the job you want

KEYS TO SUCCESS

Resumes are really keys!

What Resumes Should Contain

- Contact information (i.e address, email, phone)
- An objective
- Categories
  - Career experience
  - Academic experience
  - Awards
  - Skills/Qualifications that you have that adhere to the job you are applying for
- References (at least two professional references)

An example of an award

What Resumes Should Contain OBJECTIVE

- Explains what you're trying to achieve

- Is the 1st element in which an employer looks at before continuing to read your resume

- Weak objective = no job

- Write what employer wants to hear, sell yourself!

- Please view Objective tips if you need any more help
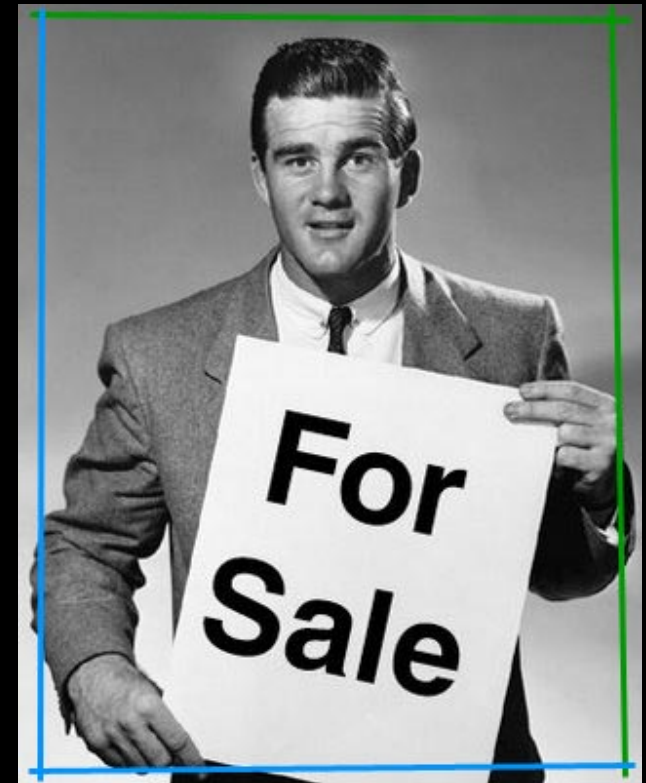
Sell yourself!

What Resumes Should Contain EFFECTIVE VERBS

- When describing your skills do not use the word I

- Use descriptive verbs, also known as action verbs or buzz words

- Avoid being vague about your abilities by using weak verbs such as "did"

- Here are some examples of action words that you can use from resume-help.org

Some funny effective verbs

What Resumes Should Contain Creativity!

- Imagine yourself as an employer who is hiring
- These people go through hundreds of resumes a day
- They usually see the same stuff over and over
- If you are using a Word template for your resume you may be the 60th resume with that template that the employer has seen
- After seeing your format 60 times before they are going to be less interested in viewing your resume
- Be professional but look creative!
- Use different bullet points or font
- Instead of using the same old heading for your contact information then change it up a bit
- Use a decal or a style on the corner (as long as it ties in with the resume)
- Please look at some examples on this site

"I think we've just received the winning resume for that new secretary position."

Creativity catches the employer's eyes

What Makes a Resume Weak

- If the resume appears sloppy you appear sloppy

- If you want creativity show the creativity in a meaningful way, do not just plop things here and there

- Resumes are about order if there is no order then it makes your resume look weak and insufficient
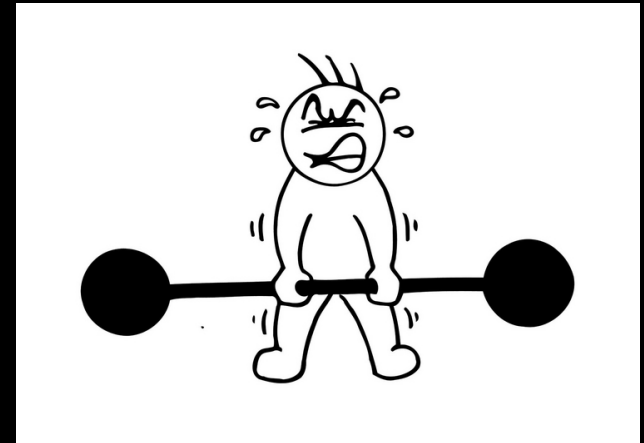

Oh My Goodness!

Ewww

What Makes a Resume Weak

- Don't use weak words
- Weak words are words that are overly used & not creative
- Some examples include
  - Responsible for
 - Experienced
  - Team player
  - Successful

Weak verbs show that you have a weak vocabulary

What Makes a Resume Weak

- Make your resume appear accomplishment-driven

- Instead of saying the duties you are responsible for you actually say that you did it… such as

- Instead of saying your duty is being responsible for the promotional field you say something like Oversees the promotional field's success
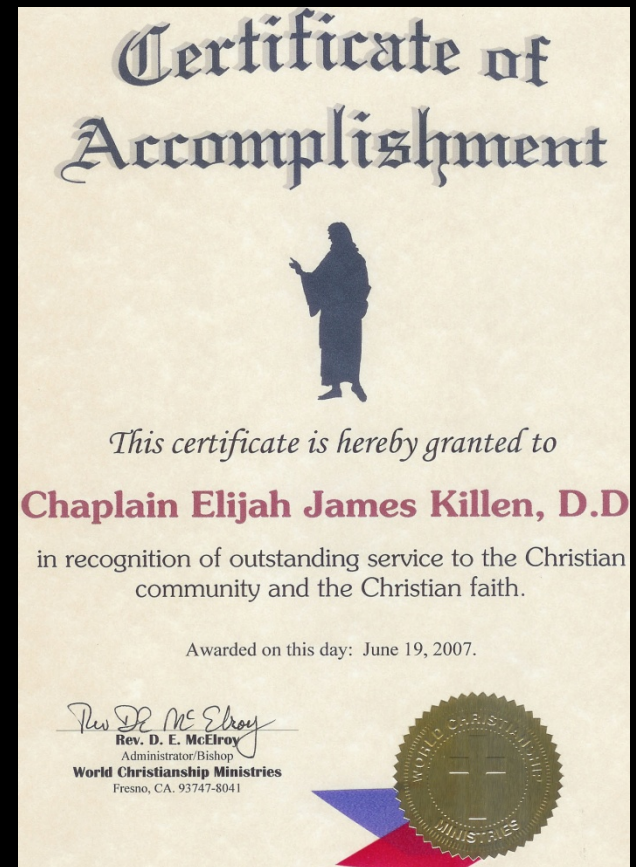
An example of a certificate

What Makes a Resume Weak

- People tend to ignore what order they should put their information

- For instance, if a list of your skills will help you keep the employer's interest then PUT IT CLOSER TO THE TOP OF THE RESUME

- Many employers browse over a resume for a few seconds if the first half of resume does not contain information that will assure them that you are the person they are looking for then they are more likely to just trash all your hard work.

Weak resumes = trashed resumes

Where to Find Help ONLINE

- There are plenty of websites that can help you with resume building
- Go online and search for tips

Where to Find Help SCHOOL

- There are plenty of people who can help you edit and revise your resume

- Some of these people can be located at schools

- They could be career counselors
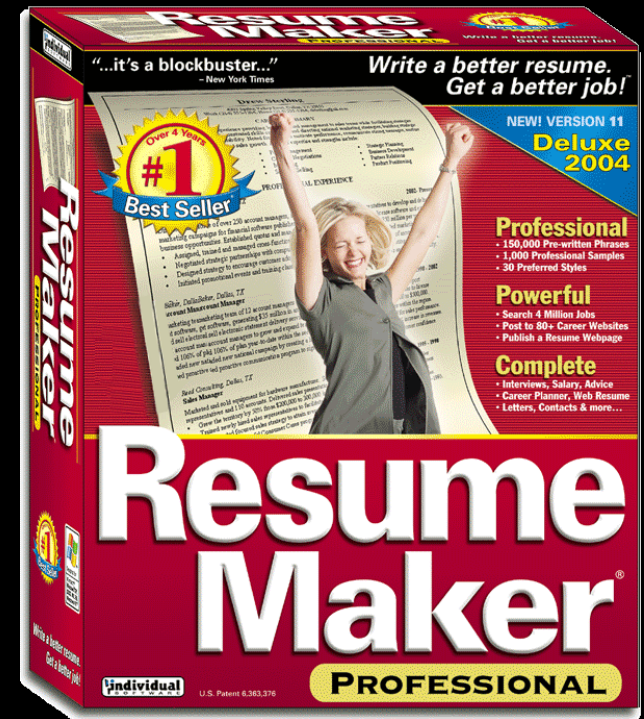
- They could be teachers

Schools can be extremely helpful

Where to Find Help
TUTORIAL/SOFTWARE

- Resume building software is extremely easy to find

- When in doubt use software to create a professional looking document

- Word templates can be helpful when you have to create a quick and easy resume

This is one of the many software available

Where to Find Help
LIBRARY/JOB CENTERS

- When in doubt and you need help the government provides some opportunities

- In some states there are job centers that can help you with resumes

- The library also provides a lot of information and books that can help with resume building

Libraries are everywhere!