

Kick Butt Resumes

The Essentials

- Professional appearance
- Clear and concise
- Thorough
- Error free – proofread at least 4 times!
- Balanced and consistent
- Truthful

Basic Styles

- Chronological
 - Lists experiences by date
 - Start with the most recent and work backwards
 - Most common and accepted form
- Functional
 - Focuses on skills and abilities
 - Can be used if you have limited work experience or need to condense a lot of jobs

Section Headings

- Letterhead (if using a menu style, include your name on each page)
- Education (include degrees, not high school)
- Work Experiences (use action verbs)
- Volunteer Experiences or Professional Development
- Awards, Honors & Certifications
- Memberships (include offices held and responsibilities)
- Computer skills (optional)
- References (separate insert)
- Career Objective (better covered in letter)

Finding the “Look”

- Laser quality on nice paper
- Use white space (1/4 white space to text)
- No more than two fonts (use font styles sparingly)
- Typos and errors are unacceptable
- Use action verbs to describe your experiences and skills
- Include name on inside pages (optional)
- Typefaces
 - Serif refers to the decorative flourishes at the end of strokes. (Times, Palatino, Garamond, Century Schoolbook, and Book Antiqua)
 - Serif typefaces tend to be more readable (except on web sites) (Arial, Helvetica, Futura, Tahoma, Avant-Garde, Century Gothic, and Verdana)

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Cutting the Clutter

- First-person pronouns
- Articles (the, a, an)
- Helping verbs (have, had, may, might)
- “Being” verbs (am, is, are, was, were)
- Shifts in tense (use present tense if still engaged in the activity)
- Complex sentences
- Overwriting
- Abbreviations & acronyms

Finishing Touches

- Quantify accomplishments with numbers, percentages, and dollar amounts
- Use action verbs
- Include keywords (digital resumes)
- Put the important stuff first
- Delete high school info unless it directly applies
- Study other resumes

References

- Gain their permission first!
- Make sure all their information is accurate
- Select people on how well they know you and your abilities
- Use a separate reference sheet
- Mix academic, work, and personal references if possible
- Coach your references (provide resume)

Dreaded Application Forms

- These are considered legal documents so be as accurate as possible
- Take it home if possible and practice first
- Verify all information (dates, employers, etc)

What can't they ask you?

- ADA protects you from discrimination based on disabilities and medical conditions. You need not disclose it unless you need special accommodations.
- Substance abuse is a disability under the ADA if you are recovered. Be prepared for drug tests.
- Your personal life is personal.

*Final Thoughts – A good resume is an investment in the future.
The structure is set for adding new experiences and removing the old.*