

A Resume is Your Marketing Tool!

A Good Résumé is: Targeted, Original, Concise, Action Oriented, Eye-catching, Error Free

Career Planning

- Just don't jump into writing the résumé
- Write down your targeted job
- What skills do you need to do this job?
- What does this job entail?
- Don't know?
- Do your research
- Help the employer imagine you at their workplace

Résumé Formats

- Chronological, Functional, Combination, E-Résumés

Components of the Résumé

- The Heading, Employment Objective / Profile Summary, Highlights / Skills Summary, Key Words, Experience, Education / Training, Affiliations / Associations / Memberships, Awards and Accomplishments, Interests, Career Portfolio and References Statement

Preparing Your Résumé

- Write the résumé yourself
- Have two other people proofread it
- Emphasize accomplishments using concrete examples that can be measured (#, \$, %)
- Avoid anything negative
- Review your résumé item by item
- Send your references a copy of your résumé
- Preparing Your Résumé

Never:

- Exaggerate
- Use 3-hole punch, inexpensive paper
- Double-side your résumé
- Make handwritten changes
- Use obscure/unusual acronyms or abbreviations