

Resume Tips

Can your resume pass the 10 second scan?

Employers receive dozens, and maybe even hundreds of resumes in the mail and from over the Internet each week. Unfortunately, only 2 out of every 100 resumes will result in a job interview. WHY? Because most employers just give each resume a quick, ten-second glance. So what steps can you take to increase the possibility of yours being one that gets read by the employer? Remember these simple steps:

1. Keep it clean and neat.
2. Keep it simple and to the point.

A winning resume grabs the readers' interest. Its primary purpose is to get you an interview. It should also show why they should hire YOU by focusing on your accomplishments. Think of it as an advertisement brochure on YOU.

There are basically two types of resumes - chronological and functional. A chronological resume highlights your work experience, beginning with the most recent position. It is the most commonly used style. This resume is useful for people with work experience who have been laid off or are changing jobs and do not have major gaps or numerous job changes. A functional or skills resume highlights skills and potential, rather than work experience and education. It is particularly useful when you are changing careers, you have good skills but limited work experience, or there are gaps in your work experiences.

Here are some great tips for you to use when creating your resume:

- ❖ Keep it Short and Simple (KISS)
- ❖ Limit your resume to one page
- ❖ Use simple, everyday language
- ❖ Be honest, don't exaggerate
- ❖ Don't list personal references (have a separate reference sheet)
- ❖ Use standard 8 ½" X 11" paper
- ❖ Use a computer, word processor, or typewriter (please use a new ribbon)
- ❖ Avoid fancy type such as outline, shadow, script or other difficult-to-read styles
- ❖ **Bold**, Underline or CAPITALIZE section headings to make them stand out
- ❖ Proofread for spelling and grammar. If possible, have someone else proofread it for you
- ❖ Buy quality photocopies. Choose white, ivory, or gray paper. Avoid flashy colors

Cover Letters - Cover letters are important. They are the first of your job search tools an employer may see, and you know how important a first impression can be. You want the letter to persuade the employer to take action on your resume: to invite you for an interview. A good cover letter has three sections: an introduction, a middle, and an ending. Normally, each section is one brief paragraph. The introduction states the reason for writing, the middle covers the applicant's main qualifications and why they are interested in the job, and the ending is a request for an interview. Give your letter a businesslike appearance. Print or type it on the same paper as your resume and make sure it is clean and neat.

GOOD LUCK!