CREATING A RÉSUMÉ

Do's

- Organize résumés in a clear chronological format.
- Use action words.
- Focus on accomplishments and numerical results.
- Be concise and factual.
- Avoid having gaps in work history.
- Choose words carefully.
- Personalize/tweak résumés to each job.
- Ask someone to proofread.
- Create a reference list.
- Bring extra résumés to an interview.

FACTS

- Employers spend an average of 15 seconds per résumé.
- On average, employers grant one interview per 245 résumés.
- Employers receive between 10-200 résumés per ad.

THE 5 QUESTIONS TO BE ANSWERED

1. **What position do you want to target?**

Today, written objectives are rarely used. The résumé should be built around your job target. This will help a prospective employer immediately see how you are qualified for the position.

2. **Why are you qualified?**

This is the summary or "Professional Profile" section. This area is used to outline your skills and credentials that qualify you for the job.

3. **Where did you gain your experience?**

The reader needs to know the names of your positions, the employers, the city and state where each is located, the dates of each position and the responsibilities of each position. Use different action words and key words that are specific to the position.

4. **How well have you done?**

Listing accomplishments and special projects shows by example how you have uniquely contributed through each of your positions. The best accomplishments are those that demonstrate quantifiable results or your willingness to go the extra mile.

5. **What education and/or training have you completed or participated in that would benefit the employer?**

Include all education and training, especially that which specifically relates to your target position. Include any specialized certifications or computer competencies.

Don'ts

- Don't exceed a page unless you have publications, patents, or extensive related certifications.
- Only give reference list if asked.
- Don't use unprofessional email addresses. (ex. SuchLOLz2009@unprofessional.com)
- Don't include a salary history.
- Don't use pronouns such as I, me, they, their, etc.

Cite: Southworth pamphlet, Setting Sail "Resume Development Guide," and http://www.ccc.commnet.edu/archives/resume/facts.htm