Resume Guide

Putting together a resume can be a daunting task. Many of us have a hard time labeling and identifying what our individual greatness is and displaying it for others to see. This guide is to help you identify and document what makes you unique, how you stand out from the crowd and what qualities you have to offer to prospective employers.

Throughout your resume you want to address what the employer is looking for, looking at the details of the job listing and gathering/researching information on the company can help with this. An employer tends to look at the top 1/3 of your resume and then skims the rest. So your goal should be to address and identify what they are looking for in an employee at the beginning of the resume.

The purpose of the resume is to get you an interview; most people think that a good resume will get them a job. This is a mistake. It is rare in today's market to find an employer who hires anyone solely on what they have read in their resume.

- Employers want to check you out in person before they hire you. They want you to substantiate your resume, and see if you have the personality they are looking for. This, of course, requires an interview. It is actually the interview that ultimately gets you the job.

But it is the resume that gets you the interview! In today's market where many companies utilize resume-tracking programs, where a computer selects your resume based on keywords, you must be extra careful to load your resume up with benefits.

- You not only have to impress the employer, today you must impress his computer as well! The purpose of any resume, electronic or otherwise, is simply to get you an interview.

How often have you thought, "If only I had met with the employer in person, I could have convinced him that I was the right person for the job!" Your only chance is to compose an impressive resume, one that will get noticed and get you in the door so you can meet the employer in person and get the job.

The first step in creating a resume is deciding on what the best format is and what information should be presented to an employer. The details that are outlined should fit the position and employer the resume is being sent to. Below is a description on the different types of resumes and the details of how to best state qualifications and skills.

Types of Resumes:
Functional (skills based)

Style: Skills and qualifications is the focus here. Identifying specifics skills and how you have demonstrated duties within positions.

Benefits: The Functional resume does not focus as much on the companies you have worked for and instead focusses on what your qualifications and skills are that you have to offer the employer. For someone that has been in school, not worked recently or is changing industries; this type of resume allows you to focus on all of your expertise.

Basic Outline of Resume:
Your Information
Objective
Qualifications Summary
Specific Qualifications/Skills
Education/Certifications
Work History – listing position, company, time frame

Chronological

Style: This is a listing of positions and a description of job duties. Dates are listed, along with the positions, starting with the most recent. Generally list the last 10 years of employment unless there is relevance to a specific position you are applying for. Note: Gaps in employment to a potential employer maybe a red flag and would be a reason that this resume style may not be appropriate in all situations.

Benefits: This can show your strengths and progression within companies or an industry.

Basic Outline of Resume:
Your information
Objective/Qualifications Summary
Education & Skills
Professional Experience/Work Experience

Combination

Style: This is a combination of a Functional and Chronological resume.

Benefits: Demonstrates skills, experience and work. Using both of the above styles and gives you the flexibility to focus on both your experiences and skills.

Consist of:
Your Information
Objective
Qualifications Summary
Skills and Qualifications/Achievements
Education and Training
Expertise/Experience
Professional Experience

Formatting

Formatting guidelines vary: Regardless of the style of the resume you choose, formatting should be consistent throughout the document.

- Clean and straightforward is the key.
- Bolding categories and/or positions are common.
- Grammar: Resumes are not generally grammatically correct and bullets are often used with straight forward statements.
- No spelling errors is crucial, always spellcheck and have multiple people review your resume.
- Paragraph style: Grammar should be correct.
- The body of the resume is not personalized; avoid using I, me and we.
- Whether you center or left align categories/headings is up to you.
- Realize that over editing or too much formatting can be a distraction to the Employer.
- Understand what is appropriate in each industry.

Tips on Building Content:

As stated above after the first third of your resume an employer will tend to skim your resume, details to the specific job being applied for needs to be easily identified and listed. Resumes should be kept to 1 page in most cases. Only if you have significant experience that directly applies towards the position you are applying for should you use a 2nd page. Do not include pay, names or phone numbers of people (supervisors/managers) directly on your resume.

Header:

All resumes should start with your information at the top of each page. Your name, address, contact number(s), email and website (if you have one) should all be included in your header. Keep in mind that your email is often your first impression; use a professional/appropriate email address. Consider your name or initials within your email. Avoid using an email name that does not give a professional impression like daisypicker@yahoo.com.

Objective:

Your objective should always be customized to the company and position being applied for. In today's current market an objective can be optional, specifically when the objective is clearly stated in the cover letter. A general rule when an individual is changing industries is to have an objective included.

Link on objectives: http://jobsearch.about.com/od/sampleresumes/a/sampleobjective.htm

Qualifications and Skills:

Include skills that you have that are listed in the job description you are applying for. Skills can be described as your abilities, knowledge, analytical and technical skills. When looking at what skills you have, make sure to consider transferable skills not just your most recently gained skills, these should

clearly match what is outlined in the job announcement. Review the duties/tasks that you performed in each position and what type of skill was needed to perform that duty. Having a well-organized and detailed career portfolio will help you identify what to add or change with each position you apply for. (See Career Portfolio Guideline)

Hard Skills: Technical skills, teachable abilities that can be defined and measured. Ex.) Proficient in Excel

Soft Skills: People skills, interpersonal skills, communication skills. Ex.) Time management skills

Transferable Skills: Skills you have gained through schooling, life or other positions that are versatile skills. Ex.) Time Management skills - You may have developed and demonstrated this skill through schooling by arriving to classes on time, turning in school work on or before due dates.

Consider also translating your skills into benefits to the employer. Rather than just stating 'Proficient in PageMager', state 'ability to produce attractive brochures at a low cost'. An employer realizes that many applicants are well versed in PageMaker. Your job is to explain to the employer what you can do with this skill and what kind of job tasks you have accomplished with PageMaker. This is what impresses employers.

Optional Resources:

> www.onetonline.org Enter in the field box of the Occupational Search the field you are interested in. This will take you to a search result for occupations matching the field you typed in, with each one offering specifics about: Tasks, Tools, Technology, Knowledge, Skills and much more. This is a great way to identify wording for skills that you have using the current language trends.

> http://www.onetonline.org/skills/ this is another great source.

> If you have signed up with iMatch, revisit the skills that have been identified from the information you have inputted. While there update your status.

> 100 Great Resume Words: http://www.aie.org/Finding-a-Career/Writing-Your-Resume/100-great-resume-words.cfm

> Resume Action Verbs and Power Words: http://jobsearch.about.com/od/resumes/a/actionverb.htm

Include Certifications and/or Licensure that have been acquired.

Remember to only state skills that you have or are currently gaining.

Education:

List your RCC details and completion date. There are many ways and variations to state your education. Overall you want it to be easy to understand what you have successfully completed.

Style 1	Style 2
Name of School, Location and year	Name of degree, Year, Name of School, location
Degrees, certificates, awards listed	Awards, Certifications, areas of focus listed, work study (here or listed separately)

Example 1

Rogue Community College, Grants Pass, OR, 2012
Associate of Applied Science degree, Computer Support Technician

Example 2

Associate of Applied Science degree, Computer Support Technician, 2012, Rogue Community College
Adobe Certification

Whether or not to list your GPA is up to you and is not required.

Employment History or Experience:

Start with the most recent job and work backwards. You want to list details that pertain to the job you are applying for and anything else that outlines additional skills/experience. When listing the companies you have worked for, the company name, position and time frame (either as year 2002-2006 or month and years 6/02-2/06) is all that is needed. Keep it simple and only list what pertains. Too much information can be overwhelming to those reviewing your resume and the focus should be what they are looking for in an employee.

Military Experience: (If applicable)

List your branch of service and position. List achievements only relating to the job you are applying for. List basic information about military service and relevant experience, specific tours of duty or location is not expected to be included.

Further reading: http://www.realwarriors.net/veterans/treatment/civilianresume.php

Extras:

This could be a range of things; anything from activities, clubs, volunteer work, professional organizations, and certifications. If you have not listed these in other locations adding these in should be done if it is appropriate and relevant to the job being applied for. Examples: First Aid, CPR, NCRC

References:

Including a statement that references are available is no longer necessary, it is just understood that references will be made available upon request. Generally three references is the recommended number to have available. These should be references from people that have known you for longer than a year and from people who can speak to your professional experience, work ethic and character. This

can be instructors, employers, co-workers, customers and clients. Plan to take these with you to an interview. Although it would be great to have references specific to each position that is interviewed for that is not always possible and is understood by employers. Asking a reference in advance if they are willing to speak with an employer at a later date is recommended.