

THE RESUME

Your resume is really a billboard advertising your abilities. Its purpose is to get you a face to face interview.

Like any advertisement, your resume must be brief and easy to understand. Remember that the reader will start at the top so make sure the best information is on top. Because most resumes are stored and searched online, avoid graphics or colors that will make the resume difficult to import. Remember to use key phrases that employers will enter when looking for you in a data base.

There are Four Main Sections to a Resume



Contact Information

- This includes: Your name, address, phone numbers, and email address.



Objective

- This is the headline that will make determine whether the reader continues or skips on to the next resume. For example, you may be seeking to apply your record of five years of progressively responsible sales to a position of retail account executive.



Work Experience

- Each organization at which you worked listed in chronological order with its name, the city, and state (including country if not US); and your dates of employment (month and year).
- List your position title on a separate line. Avoid terms the reader won't understand. For example, instead of Accounting Specialist II, you might call your position Accounts Payable Specialist.
- Describe your primary responsibilities in the position. Use the past tense for previous positions. Use action words such as managed, coordinated, produced, sold, and corrected. Be brief.
- List at least one achievement such as 100% attendance, exceeded my goal of..., received customer compliments for....
- Align your work experience with your work goal. List skills you used in past work that will be needed in the positions you are seeking.
- Bridge any employment gaps with brief explanation



Education

- Each institution at which you studies listed in chronological order with its name, the city and state (including country if not US); your degree or certificate and the date it was awarded.
- List any awards, committees, or superior grades.
- Align your education with your work goal. List courses, internships or projects which will be useful in the position you are seeking.