# Resume

One of the major items you'll need in your job seeker toolbox is a resume. Sometimes people call it a CV or Curriculum Vitae. Regardless of your technique for looking for a new job, it is almost a certainty that the employer will ask for a copy of your resume. Employers look to the resume as a source to compare candidates. There is a fine balancing act between making sure that you have the most appropriate content in your resume and keeping it to just two pages in length.

What's In a Resume?

While there is no perfect resume, there are items that you must include, items you will want to include, and some items you'll absolutely want to omit. You do not want to eliminate yourself from consideration, so it is important that you build a strategically sound resume.

# What to Include

1. Name, phone number, and email address should all be placed at the top of your document
2. Links to an online portfolio or LinkedIn URL are optional if you have them
3. Sections for work experience, education, and hard skills should be included

# What Not to include:

1. Age, birthday, marital status, religion, political affiliation, or gender
2. Place of birth, nationality, citizenship or visa status
3. Social Security or taxpayer identification number
4. References or the phrase "References Upon Request" are only needed later in the process
5. Refrain from using unprofessional email addresses. As an example, using something like Denice @sexygirl97.com is not professional. If you do not have a professional email address, create a free one using Outlook or G-Mail. That would be looked upon much more favorably.

# Other Considerations on Resumes

1. Consistency is important. If you choose to format a certain part of the resume, then just be consistent. e.g., if you use MM/YYYY for the format of dates, make sure to use that format throughout as an example
2. For jobs held in the past, you should use past tense verbs. If you are currently working, you can use present tense verbs for that position only
3. Whenever possible, try to use assertion statements (bullet points) that contain results or achievements rather than a list of duties and responsibilities. Recruiters are looking for outcomes not lists of duties. This should be numerical when possible. For example, “…*as a result of these efforts, sales increased by 6%*.”
4. At the end of each assertion point, you do not need a period. Unless you have more than one sentence. In that case, put a period at the end of the first sentence, but no period after the second or subsequent sentence(s)
5. Typically, in the "experience" section, candidates put the name of the employer, city, state, and dates on the first line. The second line contains the job title. As long as you are consistent, this does not need to be changed if you are currently doing it differently
6. Section names such as education, experience, skills, etc., can be put into all capital letters if desired
7. At the top near your name, phone, email, you can add the URL to your LinkedIn profile if desired. It is almost a given that employers will look you up on LinkedIn. You want them to be sure they have the correct person
8. Whenever possible, try to illuminate your skills with numerical values. e.g., "*Math tutor that helped hundreds of students with Calculus and Applied Mathematics leading to 16% increase in GMAT scores*" versus "Tutored high school students in math"
9. Always use a spell check program and ask at least two other people to read your document and look for typographical errors or formatting inconsistencies

# Formatting the Resume

Your interview actually begins the moment you hit the “Send” button when submitting your resume! Generally, the person reviewing your resume is sighted. When they open your resume, the first thing they will take in is the formatting, even before they read the first word! Some things tofocus on:

1. A good font size is 11 or 12
2. A good font style is Ariel or Calibri. Make sure all sections use the **same** font.
3. A good color is black
4. CONSISTENCY is key. A Recruiter may reject your resume instantly if font size, font style, colors, etc. are not consistent throughout the resume
5. Check to make certain the margins fit nicely on the page. Not too much white space on the top, bottom, or sides
6. Consider using Bold, Caps, Italics, etc. for headings, job titles, etc. rather than underlining. Underlining can “scatter” the reader’s vision
7. If you produce a two-page resume, do your best not to have **EDUCATION, SKILLS** stand alone on the second page
8. Do NOT place any artwork, photos, or designs on your resume. A resume is not the right place for glamour shots
9. Make certain bullet points are in alignment and use simple bullet points. Avoid multiple types of bullet points. Remember, consistency is important. It could be the aspect of your resume that sets you apart from other applicants.

# Other suggestions on formatting your resume:

This cannot be emphasized enough, remember to be consistent with how you format your resume. Take your time to make sure you have professional email addresses and that your LinkedIn profile is that of a qualified professional. Below is a basic format template you may wish to use as a guideline for creating your own format:

# Name

Address (if desired)

Home and mobile phone numbers

Email address

LinkedIn address (Optional)

**CAREER SUMMARY**

* This can be a brief overview of experience, education, goals, passions, etc. You may also include your job goal. This is the only place in the resume where you may use personal pronouns. Think of it as a place to “advertise” yourself.

**PROFESSIONAL EXPERIENCE**

**Name of Company – City, State Dates Month/Year (beginning and end)**

***Position Title***

* Responsibility and result or benefit (Numerical values when possible)
* Responsibility and result or benefit
* Responsibility and result or benefit

**Name of company – City State Dates**

***Position Title***

* Responsibility and result or benefit
* Responsibility and result or benefit
* Responsibility and result or benefit

**VOLUNTEER EXPERIENCE – If applicable Dates**

**Name of Organization – City, State**

***Title***

* Duties and Responsibilities

**EDUCATION - Enter chronologically**

**Name of School or University – City, State**

Name of degree - Date conferred

(Note: It is not necessary to list High School if you are attending college. It is not necessary to list Community College if you graduated from a four-year program.)

**SKILLS**

Computer Skills - including platforms, hardware and software if applicable

Office equipment you can utilize, or outdoor equipment used for other types of work

ASL or, Braille, and other similar skills if you are applying to a blind-serving agency

If this applies to you, mention any ability to speak another language. Use the heading “Language Skills.” Keep in mind that knowledge in other languages is desirable

# What is a “Career Summary” aka “Professional Summary” aka “summary of Qualifications”

The trend in today’s resume is to begin the resume with a summary. This allows the reader to learn about your primary and most relevant history in a few sentences.

Include a short phrase describing your profession

Followed by a statement of broad or specialized expertise

Followed by two or three additional statements related to any of the following:

* + - breadth or depth of skills
    - unique mix of skills
    - range of environments in which you have experience

**BUILDING A POWERFUL RESUME (Content)**

Assertion Statements:

1. Avoid LISTS when describing your duties and responsibilities

(Avoid using phrases such as

* “Duties included” followed by a list of duties
* “Responsibilities” followed by a list of duties

1. State the main duty/responsibility (not a list of them) in detail and use power words (See List Below) .
2. This brings your resume “alive” and brings the reader into the “action” of your work.
3. With each duty/responsibility, attempt to demonstrate the “result” or “benefit” of your work. As we said previously, points like *“… resulting in an 8% increase in productivity*.” That makes the point stronger.
4. If you are able to quantify the results ALWAYS include statements such as:

* Increased sales by 50%
* Reduced costs by 30%
* Drastically reduced staff hours resulting in budgetary increase of 15%
* Consistently exceeded quota by an average of 2%
* Reduced turn-around time by an average of 3%
* Reduced employee turnover by an average of 4% over 3 years

Also, it is essential to utilize words that paint a picture of you being action-oriented in how you approach your work. The use of power words in your resume helps to create that vision.

# Below is a list of “Power/Action Words”. USE THEM!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Abstracted | Contracted | Financed | Managed | Questioned | Translated |
| Achieved | Converted | Fixed | Manipulated | Raised | Upgraded |
| Acquired | Coordinated | Followed | Mapped | Ran | Utilized |
| Addressed | Copied | Formulated | Mastered | Ranked | Validated |
| Advertised | Correlated | Fostered | Maximized | Rationalized | Verified |
| Advised | Counseled | Founded | Memorized | Reasoned | Visualized |
| Advocated | Created | Gained | Mentored | Recorded | Won |
| Aided | Critiqued | Gathered | Met | Received | Wrote |
| Answered | Cultivated | Gave | Minimized | Recruited |  |
| Anticipated | Dealt | Generated | Mediated | Reduced |  |
| Applied | Debated | Governed | Modeled | Referred |  |
| Approved | Defined | Guided | Modified | Related |  |
| Arranged | Delivered | Handled | Monitored | Relied |  |
| Ascertained | Designed | Headed | Narrated | Reported |  |
| Assembled | Detected | Helped | Observed | Researched |  |
| Assessed | Determined | Identified | Obtained | Responded |  |
| Assisted | Developed | Illustrated | Offered | Restored |  |
| Attained | Devised | Imagined | Operated | Revamped |  |
| Audited | Diagnosed | Implemented | Ordered | Reviewed |  |
| Augmented | Directed | Improved | Organized | Scanned |  |
| Authorized | Discovered | Improvised | Originated | Scheduled |  |
| Bolstered | Discriminated | Inaugurated | Overcame | Schemed |  |
| Briefed | Dispatched | Increased | Oversaw | Screened |  |
| Brought | Displayed | Indexed | Participated | Set Goals |  |
| Budgeted | Dissected | Indicated | Perceived | Shaped |  |
| Built | Determined | Influenced | Perfected | Skilled |  |
| Calculated | Drafted | Initiated | Performed | Solicited |  |
| Cared | Drove | Inspected | Perfected | Solved |  |
| Charged | Edited | Instituted | Performed | Specialized |  |
| Chartered | Eliminated | Integrated | Persuaded | Spoke |  |
| Checked | Empathized | Interpreted | Planned | Stimulated |  |
| Clarified | Enforced | Interviewed | Practiced | Strategized |  |
| Classified | Enlightened | Introduced | Predicted | Streamlined |  |
| Coached | Enlisted | Invented | Prepared | Stressed |  |
| Collaborated | Ensured | Inventoried | Presented | Studied |  |
| Collected | Established | Investigated | Prioritized | Substituted |  |
| Comforted | Estimated | Judged | Produced | Succeeded |  |
| Communicated | Exceeded | Kept | Programmed | Summarized |  |
| Compared | Excelled | Launched | Projected | Supervised |  |
| Completed | Expanded | Learned | Promoted | Supported |  |
| Complied | Expedited | Lectured | Proposed | Surveyed |  |
| Composed | Experimented | Led | Protected | Sustained |  |
| Computed | Explained | Lifted | Proved | Symbolized |  |
| Conceived | Explored | Listened | Provided | Synthesized |  |
| Conducted | Expressed | Located | Publicized | Tabulated |  |

**What Are “Key Words"**

Key words are extremely important to include when composing the resume. Some employers use electronic “scanners” commonly called ATS or Applicant Tracking Systems. These are used as part of software to weed out resumes that do not contain these key words. In reality, the ATS is searching for some of the very same words from the job description they have posted for their open job.

**NOTE**: Since key words are usually words that are found in the Job Description; read the job description thoroughly and look for these words. Then include them in your resume. There are numerous articles pertaining to keywords and you can locate them using a Google search. You are encouraged to read and apply key words, particularly if you are applying to a large company or organization where “scanners” are likely used. Here is a link to helpful example:

[Resume 101: How To Use Keywords | Monster.com](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=33&cad=rja&uact=8&ved=2ahUKEwjR9vSqn4HlAhUENn0KHT2_BWwQFjAgegQIAhAB&url=https%3A%2F%2Fwww.monster.com%2Fcareer-advice%2Farticle%2Fhow-to-use-keywords-resume-0916&usg=AOvVaw1r-AC1tAgWodbhIfTzW5dZ)