



C3@lbc.edu

Resume Writing Information Packet



8 EASY STEPS TO A BETTER RESUME

One Page Resume

Recruiters do not read your resume; they do a 15 - 30 second "spot check". Try to keep your resume to one page. Your goal is for them to want to schedule an interview.

Proofread Resume

You need to proofread every square inch of your resume, but it's also important to have several others proofread it, too, whether it's just to check grammar and spelling, or to go deeper into content.

Finishing Touches

Remove the hyperlink from your email address. If you do not, it may look strange when it is printed. Use a professional sounding email address.

Convert resume file to PDF

Make sure your resume looks the same to everyone that opens it by converting it to a PDF document.

References

"References upon Request" is understood and unnecessary to include on a resume.

It's not just about you

Don't tell an employer what you want, and don't tell them your life story. Tell them how you can add value to their company.

What skills and characteristics is the employer looking for? Make a list, circle the ones you can offer, and create a resume that shows off those traits and experiences.

Your skills+ their needs= Your resume

Aesthetics

A resume should be attractive and pleasing to look at, in addition to providing outstanding content. Both substance and beauty are necessary.

Experience

Experience is not limited to jobs, it can also be from volunteer work, leadership positions, church ministry, campus activities, athletics, etc.

Cover Letters 101

Whether sent via email or written in a traditional letter format, job search correspondence such as cover letters and thank you letters are an essential part of your search for internships and jobs.

Well-written, targeted cover and thank you letters set you apart from other candidates by specifically marketing you as a candidate for the position for which you are applying.

Poorly written and/or generic letters convey the message to employers that you are not really interested. Remember, when you're competing against other qualified candidates, good writing and careful proofreading can make the difference in getting an interview!

Good cover letters present a brief overview of your qualifications as they directly relate to the qualifications sought by the employing organization.

Cover letters motivate the reader to want to learn more about you and, hopefully, invite you to interview. Cover letters should never be (or even appear to be) generic or mass produced. Each cover letter should be tailored to the position for which you are applying.

In most instances, cover letters should NOT exceed one page!

There are three main parts to every cover letter:

Part One (the introductory paragraph)

State Your Case: *Tell the reader why you are writing*

In this section, provide specific information about why you are writing, including the position for which you are applying and how you learned about it. If you have been referred by someone, mention that person's name.

Part Two (the body paragraph)

Defend Your Case: *Tell the reader why they should care that you are applying*

Use this section to give examples/details of your education, experience, skills and other qualifications that match with the qualifications the employer is seeking (as outlined in the position description, job announcement, etc.). This section offers a preview of your qualifications and "teases" the reader to learn more about you through your resume. Not all of your accomplishments are relevant, so only present information that is relevant to the reader's decision-making regarding your application.

Part Three (the closing paragraph) –

Close Your Case: *Wrap up the letter and talk about next steps*

Use this section to reinforce and summarize your most relevant qualifications, cite attachments (resume, writing samples, references, etc.), suggest a follow up meeting/interview; provide information about your availability; and thank the reader for her/his time.

The Rule: A cover letter should accompany your resume **every time** you apply for a position, whether the employer asks for one or not! It is a valuable marketing tool.

THANK YOU LETTERS: After an interview, utilize the opportunity to follow up with a thank you letter/email. A brief note, highlighting a point or two from your meeting, will remind the interviewer that you are interested in the position and may set you apart from others that are being considered. Even if you are not hired, this may help leave the door open for future opportunities.

Guidelines for Resume Writing

There is no one perfect or correct form for a resume. It helps to be creative and adjust the style and format to suit your purposes. While there are variations in style, there are also general guidelines that usually are followed. Some are listed below.

- A. Keep it brief. **A recent college graduate resume should be limited to one page.** The longer it is, the less chance of it being read or comprehended. Potential employers spend about five seconds looking at a resume before they decide if they are going to discard it or keep reading. Avoid long paragraphs- one or two lines of information is sufficient, and utilize bullet points to summarize information.
- B. Be neat. It should look perfect! There should be no misspelled words or formatting errors and it should appear balanced and evenly spaced. Use your computer to produce a neat, readable document on standard- size 8 1/2" x 11" paper. Avoid fancy fonts; Times New Roman is a good choice. Italics, bold print and underlining can be used to give uniformity to different sections.
- C. Be honest, be accurate, and be positive. The tone should be one of modest confidence.
- D. Identify strengths and gifts you have that would enable you to successfully fulfill the position for which you are applying. List your experience, including: knowledge gained, skills acquired, duties carried out, and special achievements.
- E. It is best not to use personal pronouns. By using action words your resume will have the greatest impact and effectiveness. For example, the following are a few words which may explain some of your experience or skills:

Developed	Wrote	Supervised	Performed
Initiated	Proposed	Organized	Operated
Directed	Produced	Motivated	Facilitated
Planned	Expanded	Assisted	Instructed
Researched	Managed	Designed	Delegated
Trained	Conducted	Promoted	Coordinated

- F. Ask several people to proofread your resume- friend, professor, and career counselor, professional.
- G. When sending an electronic copy of a resume, always send it in a PDF to maintain the integrity of the document.
- H. Do not list references on a resume. Writing "References available upon request" is unnecessary and understood. Furnish anyone you have asked to use as a reference with a copy of your resume so they can be informed in the event they are contacted.

Sample Resume Outline

The following information should be included on all resumes, the order of this information depends on the style of resume used (chronological vs functional).

CURRENT INFORMATION

- Name, address, phone (if listing your cell, consider changing your voicemail to something more professional sounding)
- E-mail addresses (use a professional sounding address or your name, make sure you check this email address daily)

PROFESSIONAL OBJECTIVE

- Statement describing the job or type of job you are seeking.

EDUCATION

- College (Degree earned, date or anticipated date of graduation, also include honors if applicable)
- High School

SUMMARY OF QUALIFICATIONS

- Skills and abilities (special training, certifications, etc.)
- Experience: This should be the highlight of your resume. Remember, experience is not limited to jobs held. It can include anything that relates to your professional objectives. Consider also church/ministry work, military experience, leadership positions, and volunteer work. This is especially valuable for recent college graduates who may not have worked for pay in their field, but want to highlight leadership positions and other experiences related to their field.

For positions in ministry, the following may also be included:

CHRISTIAN TESTIMONY/ PHILOSOPHY OF MINISTRY

- In brief share how you came to know the Lord and your concept of ministry

Should You Use a Chronological or Functional Resume?

Resume Formats: Chronological vs. Functional Resume Styles

Too many people make the mistake of thinking that a resume's purpose is to get them a job. Actually, resumes open and close doors. Their main purpose is to make an employer interested enough to invite you in for an interview.

But how do you create that interest when you don't exactly fit the mold? Just as people come in different sizes and shapes, so do resumes.

Chronological Resumes

The chronological resume seems to be the most popular format used. This type of resume usually contains an objective and/or career summary statement and a chronological listing (from most recent to past) of all your employers along with related accomplishments. Educational information is included along with certifications and special skills.

This type of resume may be fine for someone who is experienced, but if you are switching careers or are just entering the workforce, this type of resume will most likely help you wind up in the "no" pile. So how do you showcase your talents if you can't lay them out like everyone else?

Functional Resumes

Take the time to develop a strong functional resume. Functional resumes highlight your abilities, such as hiring, managing or coaching, rather than your chronological work history. You'll still need to summarize your work history, but this is usually done at the bottom of your resume. Don't panic. By the time the reader has gotten to that point, he is usually sold on bringing you in for an interview.

Who Should Use a Functional Resume?

A functional resume is particularly useful for people who:

- Are recent graduates with minimal experience in their field of study
- Have gaps in their work history.
- Are reentering the workforce.
- Have frequently changed jobs.
- Are looking to transition into new careers.
- Don't exactly fit the mold of what recruiters are looking for in the positions they want.

The reason functional resumes work well in these situations is that many of us have acquired skills while working that are very transferable. For example, if you have worked as a retail manager, chances are you were responsible for hiring, training, coaching, evaluating and handling employee relations issues.

If you were to submit this information in a chronological resume, there's a good chance a hiring manager (or computer) might skip right by you, because you did not hold the title of human resources manager, even if 50 percent of your day was spent dealing with HR-related issues.

It all comes down to how you package yourself. You can give employers the same information, only in a new and improved package. This is bound to get you more interviews, which will increase your chances of landing the job you want.

Sample of Chronological Resume

JANE DOE

123 Main Street Somewhere, Indiana 12345,
Mobile: 555 555 5555 **Email:** janedoe@gmail.com

OBJECTIVE

To obtain an entry-level position in the communication field that builds on and utilizes my collegiate, internship and community experiences and activities.

EDUCATION

Bachelors of Arts in Communication

May 2012
Somewhere University, Somewhere, Indiana

WORK EXPERIENCE

Communication Intern

May 2011- August 2011

Somewhere Media Offices Somewhere, Indiana

- Developed daily press releases for the company and its clients
- Assisted the communications marketing manager on several large- scale summer events, including the parade of open homes and dash for cash.

Clerical Assistant

August 2010-May2011

Somewhere University Admissions office Somewhere, Indiana

- Compiled mass mailings for prospective students and their parents.
 - Handled daily clerical tasks, which included answering phones, filing important documents and formatting admissions mailings and emails.
-

COLLEGIATE AND COMMUNITY EXPERIENCE

- Philanthropy Committee Chair, 2011-2012
- French Club, 2009-2012
- Student mentor, 2011-2012
- University Chorus Member, 2008-2012
- Relay for life team Captain, 2009 & 2010
- Sports night leader
- Special Olympics Coordinator, 2011
- Member of Alpha Alpha Alpha



Sample Functional Resume

JONATHAN BENTLEY, E.I.T.

100 Central Rd.
Middletown, MT 55555

JBentley@email.com

555-111-1212 (home)
555-222-3434 (cell)

Dedicated civil engineer with experience in structural and transportation design and proven leadership abilities.

CORE COMPETENCIES

- Structural Investigation & Design
- Computer Aided Design (CAD)
- Conceptual Design & Development
- Traffic Engineering
- Land Development
- Construction Drawings
- Project Management
- Hydraulics & Hydrology
- Soils & Earthwork
- Budgeting and Scheduling
- Impact Studies & Specifications
- Groundwater Monitoring
- Floodplain Management
- Construction Drawings
- Standard Specifications

EDUCATION

Bachelor of Science: Civil Engineering, emphasis in Structure
Northern State University, Uptown, NY

May 2003

RELEVANT PROJECTS

Urban Lake and Park Development for City of Centreville, NY
Scope of design included storm water runoff, earthwork, structural analysis of retaining wall, and parking/sidewalk design.

- Designated Project Manager of four-member team.
- Retained quality control over project scope to preserve manageable size and avoid State violations.
- Initiated communication with city engineers and Fish & Game personnel on project-related issues and guidance.
- Maintained project schedule and completed on time. Received an 'A' grade on project.

SELECTED ACHIEVEMENTS

- Earned status of Engine Boss and Incident Commander Type 4 and oversaw wildfire control, including methods of attack, personnel and equipment requirements, and strategic planning; maintained personnel and public safety.
- Supervised up to 150 personnel and all equipment needs including air tankers, engines, helicopters, and water tenders.
- Used sound judgment and decision-making skills to preserve safety of crew and implement strategic plans of attack against wildfires.
- Developed strong leadership and communication skills as demonstrated by high-level of performance by crewmembers.
- Implemented training regimens for crew; many members promoted as a result.

EMPLOYMENT HISTORY

Delivery/Yard Crew: Big Tree Lumber Co., City, M
Forestry Technician: Tonto National Forest, City, CA
Type 2, 3 and 6 Crewmember: Rural Metro Fire Dept., City, CA

2003–Present
FT Seasonal, 2000–2003
FT Seasonal, 1998–1999

TECHNICAL & RELATED

MS Word, Excel, PowerPoint, and Project/AutoCAD/HEC-HMS/Haestad Methods - WaterCAD, SewerCAD, Flowmaster Familiar Codes and Methods: NEPA, UBC, ASD, NDS, LRFD
Montana Commercial Driver's License