RESUMES

Write your way into an Interview

Your resume is your first impression with a potential employer. It is a short version (1-2 pages) of your experience, qualifications and achievements.

The goal of your resume is to capture the reader's interest so that he/she wants to speak with you. Most resumes get a 5-15 second scan by the reader. Your resume must have enough impact to grab the attention of the prospective employer. There can be no generic approach to a resume -- always try to tailor every resume to fit the qualifications of a specific job.

The employer wants to know:
"What can you do for me? How can you improve my operations? Can you make me money? Save me time? Keep my customers happy? Your resume must not only show the skills you have, but it must also demonstrate your successes.

Future Ready
Thanks to the PACK!

SCAN ME!

https://bit.ly/futurereadypack

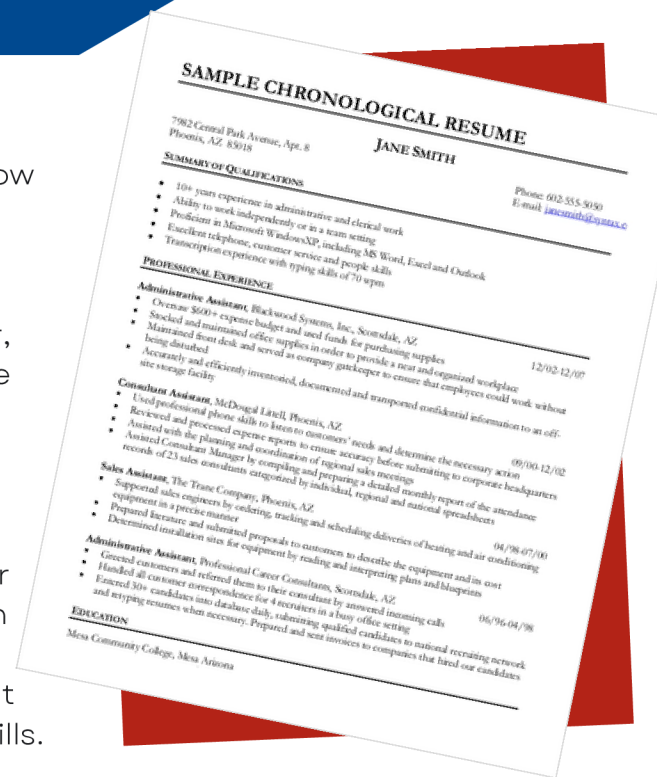Remember : Your resume is a reflection of you and your work.

Be sure your resume is an accurate representation of you. Know the two types of resumes: Chronological and Functional.

Chronological
A chronological resume lists the relevant jobs in reverse order, with the most recent first. This format is the most popular, the easiest to prepare and is generally successful.

Functional
A functional resume lists work experiences in terms of one or more specific "functions," such as "finances, administrative, or customer service." It lists the important contributions made in each function. Work experience is listed at the bottom. The function resume takes the emphasis off dates and positions. It hides downward progression and emphasizes transferable skills. Use for limited or multiple employment entries, gaps in employment or those changing career paths.

SAMPLE CHRONOLOGICAL RESUME

WORKFORCE SOLUTIONS
RURAL CAPITAL AREA
A proud partner of the American JobCenter network

MAKE IT EASY TO READ

FORMATTING YOUR RESUME

Use a consistent format to make it easy for readers to quickly skim through your resume and eliminate confusion.

Style: Choose a font style and size that is clean and conservative. Choose one font style and use it throughout. Good fonts include Times New Roman and Veranda. Bold, italics, underlining and CAPITALIZATION can highlight information you want to emphasize. Be careful not to overuse the enhancements.

Size: Stay between 10 and 12 points in size. Your name can be two points larger.

Dates: Use a consistent pattern for all dates. Use years for all jobs if you do not know the exact months for all jobs (ex: 2020-2025)

Paper: Be conservative, use white, light grey or off white.

Spacing: 1" - 1.25" margin all around is generally acceptable; leave plenty of white space

Length: A resume is usually 1-2 pages. Your resume may have more than two pages if you have an extensive list of technical qualifications, credentials, certifications, publications, honors, awards or commendations.

WRITE WITH GOALS INSIGHT

Arrange your resume based on your goal. Are you looking for work in a field where you have experience, or are you changing careers? Have you recently completed school, or are the job requirements education-focused? Consider what the employer is looking for when you choose what to include on your resume and the order you present it.

KEEP IT UPDATED

Be certain to print the most updated contact information on your resume. If you decide to have an email address or phone number listed on your resume be sure to keep it up-to-date and accurate. An appropriate email address is a must also. It is your first impression. Most resumes get a 5-15 second scan the first time. Don't give them a reason to not look further at yours.

SUMMARIZE...

HR Managers and recruiters are busy. One job posting or ad can get thousands of responses and tons of resumes. Create a resume that separates you from the stack. A summary or objective that captures their attention is a must. Consider using bulleted lists of your abilities or accomplishments. This is easier to scan.

DECIDE WHAT'S OPTIONAL

Listing your physical address may not be necessart unless you are relocating for the job. Omitting your address can allow for more room for important info especially when limiting your resume to a single page.