

# **RESUMES**

## **Formula for a Great Resume**

- **Content and Qualifications support Job Objective. (VERY IMPORTANT)**
- **Quantify skills and actions. (Use positive action verbs/nouns if scan able)**
- **Be concise. Keep to one page.**
- **Easy to read.**
- **Professional layout.**

## **Resume Results**

- **At best, your resume will get you an interview.**
- **Usually used to screen people out.**
- **Remember – only include present information that an employer would be interested in knowing. Do not include your entire life history.**

## **Objective**

- **What do I want to do with my life?**
- **For whom/with whom?**
- **Where do I want to do it?**
- **At what level of responsibility?**
- **Use fewest words possible – from employer's standpoint**

## **Types**

- **Functional – Highlights your skills. Good for graduates with little experience.**
- **Chronological – Highlights progress and work experience.**
- **Combination – Uses employer information while emphasizing skills.**

## **Resume Parts**

- **Name/Contact Information.**
- **Professional Profile/Highlights of Qualifications/Summary of Qualifications.**
- **Job/Career Objective.**
- **Professional Experience/Work Experience. (Paid or Non-paid)(Achievements/Accomplishments)**
- **Education.**
- **Graduation Date.**
- **Activities/Volunteer History/Community Work.**