



STEP-BY-STEP RESUME WRITING

A resume is: a one or two page summary of your education, skills, accomplishments and experience. Your résumé's purpose is to get your foot in the door. A resume does its job successfully if it *does not* exclude you from consideration.

A resume should:

1. Quickly capture the hiring manager's attention.
2. Detail skills and qualifications you can bring to the job.
3. Show accomplishments.
4. Provide relevant academic data.

How you ask?-- follow the hints below in designing your resume. Use your personal data sheet!

Step # 1: Name & Contact Information

How your name is displayed on your resume not only personalizes the document, but also sets a conservative or stylish tone for the rest of the resume. Name should be easily read and one that represents the business you are applying for.

CONSERVATIVE OPTIONS:

ROBERT JONES

ROBERT JONES

ROBERT JONES

STYLISH OPTIONS:

ROBERT JONES

ROBERT JONES

ROBERT JONES

Contact Information:

Don't make the person work to find out how to locate or contact you. You must have area code, and phone number, email and "snail" mail contact. Place the information in a location so that it is easily accessible.

ROBERT JONES
570-474-0000 jones454@aol.com
873 South Street, Wilkes Barre, PA 18344

In some cases you might also list a cell phone number, indicate as such. Be prepared if you do to get calls – you'll have to be ready to take down information. Always answer the phone professionally.

Email address – when you list your email address – be sure you check for messages daily. Do not change your address often – companies can keep your resume on file for a year. Changing the email address or not checking often will cause you to miss messages and opportunities.

Special Notes on: Scannable Resume Designs

We are caught in the loop of modern technology. You deal with voice mail, automated menus and emails rather than talking verbally to a real person. Technology has impacted how human resource departments look at a resume. When you compete with hundreds or even thousands of individuals for jobs, companies use software to help them “weed out” individuals that don’t match the job criteria.

Here’s how to make your resume “scanner-friendly”:

1. Use keywords that fit your career.

Keywords are nouns or phrases that the software has been programmed to search for. The more keywords or “hits” the software finds in the resume, the more likely the document will be passed on to a real person in human resources.

For example an administrative assistant would use: typing 90 wpm, dictation, Microsoft word, Excel, PowerPoint, Phone support.

Where to find keywords: use job descriptions, look at the Professional Experience and skill sections of other résumé’s. Match your skills to the job posting. Use keywords in your Qualifications Summary.

2. Layout

- Avoid “designer” fonts because they are difficult to read
- Font Size needs to be at least 10-12 pt.
- All information is flush left of document
- Start with Name by itself on first line, then address, phone, email below that
- Consider your email address. Sexychic53@abc.com is not a professional image
- Avoid abbreviations and acronyms
- ALL CAPS headings are good
- Keep it simple, avoid italics, bold, underlining, columns
- No bullets, use (*) asterisks
- Text only, no graphics

3. Paper & Printing

- Use good quality, white paper, blank ink
- Use a laser Printer
- Put your name on each page. It would be nearly impossible match separated pages.
- Do not staple or fold resume, it will not scan well
- Avoid faxing the resume, the resolution is often not good for scanning