YOUR RESUME CAN OPEN OR CLOSE DOORS!!

What is a resume?

- A short summary of who you are, what you have done, and what you can do
- Includes your skills, abilities, work history, volunteer experience, education level, interests and strengths.
- States your full name, address, phone number and if you have them, your fax number and email address.

I wrote a resume last summer. Can I use it again?

- You change over time, so your resume must change.
- Add new skills and experiences you've gained since you last wrote it.

How long should a resume be?

- Be concise. Stick to <u>one page</u> if possible.
- Be sure to highlight and include only your most relevant experiences and qualifications.

How much time does an employer spend reading each resume?

- The average employer makes the first cut after spending only 30 seconds on each resume! In that 30 seconds they zero in on the "<u>must haves</u>" - the qualification required for that job - be it industry experience or education.

What if you make it past the "first cut"

- Employers are looking for candidates whose track records indicate competence, flexibility and achievement. Make sure the information provided on your resume focuses on these aspects.

FORMATTING A RESUME

**"Your resume is the first impression you will make on an employer.
It must be clear, concise, correct and easy to read.**

Paper / Print Quality

- Use good quality paper. Be conservative in your choice of colour and pattern.
- Use a large (8.5" x 11") envelope to send your resume.
- Use a new cartridge in the printer

Length

- One page is preferable.
- Keep it concise - prioritize and condense. Don't duplicate information.

Font, Typeface, Highlighting and Spacing

- Keep it simple!!!
- Use 12 point (no smaller) for the body and a font that is easy to read
- Main headings should stand out – Use bold, italics or underlining.
- Choose a style and be consistent in the format and spacing.

Choice of format

1. Chronological:
- Most popular choice and easy for employer to read.
- Details the last four or five positions and focuses on the major responsibilities and accomplishments (just the relevant information)

2. Functional
- Emphasis is on capabilities
- Highlights your skills rather than the company/organization you worked for

3. Combined
- Uses aspects of both chronological and functional
- Stresses skills as well as providing some details of past employment
- Relates past experience and skill to a specific goal

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BASIC GUIDELINES

"The goal is to write a resume that has a focus; that is clear, concise , correct and easy to read: and that will get you an interview."

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Basic Guidelines:

- It must be typed and should be on a disk to facilitate editing and updating
- It must be perfect - <u>no spelling, grammar or punctuation errors</u>.
- It must be well organized to highlight your skills and strengths.
- It must be easy to read. Format and style must be consistent.
- It must be honest and a truthful representation of your skills, abilities, achievements and work history.

Writing Style:

- Use "action words" to describe your achievements (see attached list)
- Spell words out in full; do not use abbreviations; use point form
- Avoid using personal pronouns (I,me or my).
- Present yourself in a positive manner.

Organizing the information:

- There is no "right way " to organize information.
- The basic goal is to gear the resume to the job you want to get and this may require you to use a different format for each job. In some sections, you may want to list the information in chronological order, from the most recent to the least recent.
- The resume should include the information listed below. Some sections can be combined and some may not be relevant to you or to the position.

1. Personal information
2. Objective
3. Summary of Qualifications
4. Education
5. Specialized Training

6. Work Experience
7. Volunteer Experience
8. Special Skills
9. Awards and Accomplishments
10. Personal Interests

A STUDENT'S GUIDE TO:

- RESUMES
- COVER LETTERS
- REFERENCES
- THANK-YOU LETTERS

AND

HOW TO PREPARE FOR AN INTERVIEW

LORNE PARK SECONDARY SCHOOL
****
CO-OPERATIVE EDUCATION DEPARTMENT

Steps for Resume Writing

First Step: Review and list all relevant information

- Education (dates, programs, name of institution, academic awards)
- Special Skills (computer, languages, business related, certifications)
- Work Experience (dates, job titles, company name, location, responsibilities, accomplishments, skill development)
- Volunteer Experience
- Interests (hobbies, sports etc)

Second Step: Sketch your Resume

- Choose a format which works best for you
- Be consistent with the format
- Use effective action words and verbs
- Avoid negative information
- Write a first, second and third draft

Third Step: Proof-read

- Have other people critique for style and content
- Check spelling, grammar and consistent style

Fourth step: The Good Copy

- Prepare your finished product on quality paper
- Use ivory or white paper (8.5 x 11)
- Make several copies

Fifth Step: References

- Put names of reference on a separate sheet
- Be prepared to hand it in at your interview if requested
- Always ask permission to use a person for reference
- Include: complete name/title, company name, complete address and telephone number