

RESUMES

ONE – THE MASTER RESUME – Getting it all out there

A Master Resume is a document that functions as a source to help you create other resumes. It may serve as a template but is not to be submitted. Instead, it allows you to list every skill you've acquired, your education, all of your jobs in one place.

Start your Master Resume by creating a list of ALL your potentially work-related information. Include dates, locations as well as Key Information/Accomplishments. It doesn't matter how long it gets! Common fields are:

<i>Experience</i>	<i>Certification</i>	<i>Workshops</i>
<i>Coop/Internships</i>	<i>Conferences</i>	<i>Technical Skills</i>
<i>Education</i>	<i>Projects</i>	<i>Computer Skills</i>
<i>Coursework</i>	<i>Awards/Accomplishments</i>	<i>Activities / Interests</i>

FORMAT EXP LIKE THIS:

Role, Year - Year

Organization, Location

- Skills used

- Responsibilities performed

TWO – TARGETTING A JOB POSTING – Who are they looking for?

Through Job Postings, employers are conveying they have a hole that needs to be filled, a problem to be solved. They utilize the posting to describe what skills/experience/education would best fill their need. By understanding what they are looking for, you can shape your resume to match their need.

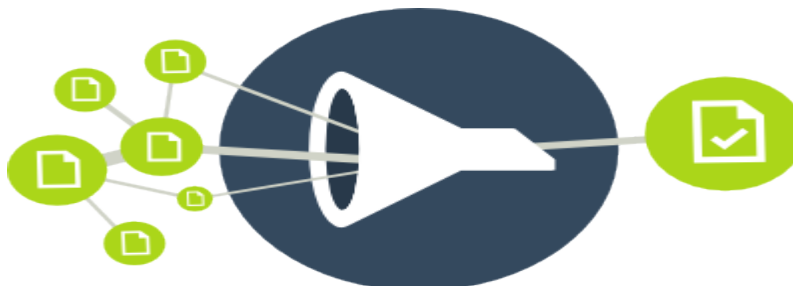
1. Read the job posting thoroughly.
2. Critically evaluate the job posting for the most important aspects.
 - What is required / what is an asset?
 - Are there concepts or vocabulary that are repeated or restated?
 - What are they asking for between the lines?
3. Rank order these for importance.

You **CAN NOT** make a good resume without a specific job in mind!

Generic resumes are easily forgotten or overlooked!

THREE – TAILOR YOUR RESUME – Tell them you're who they want!

With your Master Resume as a base, filter it through the job posting. Prioritize and highlight information that is most *Relevant* and *Specific* to those aspects you identified. Minimize or remove unimportant information.



If you don't have exactly what they're looking for, focus on the soft skills you possess or consider a *functional* resume.

Expand education and experience with Accomplishment Statements to highlight Hard and Soft skills. See the ACCOMPLISHMENT STATEMENT handout for how to use **unique-to-you phrasing**. Using keywords and terminology from the posting and company website will ensure you're noticed by electronic filtering tools.

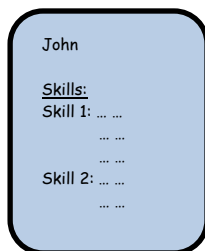
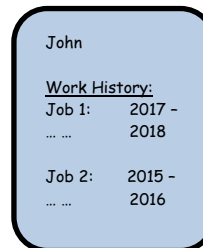
Make sure the Employer sees all the skills and experience you have to solve their problem! Don't let them get bored reading your resume because it doesn't line up with what they want.

FOUR – LAYOUT – What do you want them to read first?

Present your information in the best way to ensure the employer reads what is most important. Think about what you want them to read first! There are three common formats to choose from to accomplish this:

Chronological:

- Presents information in reverse chronological order, starting with most recent experience
- Emphasizes positions held and companies worked at
- Pro: highlights detailed accomplishment statements to show links between previous work and job posting
- Con: may highlighting work experience not relevant to the job

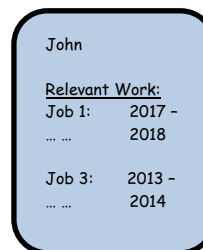


Functional

- Presents skillset in unique section before education and work
- Emphasizes abilities/accomplishments without providing background information on where/when these skills are acquired
- Pro: allows skills gained outside of work to be highlighted
- Con: some employers may notice the lack of relevant employment

Combined

- Presents skills and work history in a strategic manner to highlight what's most relevant to the job posting
- Emphasizes *relevant* information and minimizes unrelated info
- Pro: allows for applicants with diverse/diverse paths to focus on important info
- Con: this style requires strong editing skills and critical evaluation



FIVE – FORMATTING – Make it easy to read

Regardless of what format you choose, make use of formatting to present a professional picture.

- Make effective use of Headers and White Space
- Select a font size and style that are easy to read. Convention is 10-12 point size in familiar fonts such as Calibri, Arial, Times New Roman, or Garamond. Use a slightly larger font for your name and headings.
- Resumes should be 1 – 2 pages depending on the level of the position. A more professional position will entail a longer resume.
- Make effective use of capital letters, bold type, italics, underlining, bullets, and spacing for emphasis.
- Be consistent with spacing, dates, punctuation, and order of information. Details matter!
- Have someone else proof read it before you submit it!

Avoid:

- Using personal pronouns (such as I, me, my)
- Abbreviations and jargon
- Slang or colloquialisms
- Passive language

Leave out:

- Current visa status
- Marital status
- Personal statistics
- Photographs

Exceptions apply for creative or performance resumes. Go outside the box for these styles!

The job market is competitive; employers read dozens of resumes for any given job. Generic, one-size-fits-all resumes will be passed over very quickly. Follow these steps to produce a competitive resume that stands out!