

RESUME TIPS

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Think of your resume as part of your marketing package. The products you are marketing are you and your skills. You are competing with a lot of other people so it is important to make sure your resume is easy on the eye with no mistakes and complete enough to paint an accurate picture of you as a potential employee.

SOME DOs-----

- Be accurate and positive about your skills.
- Be succinct. Use only words that are necessary to show your skills and abilities.
- Use present tense action verbs when writing about current employment and past tense active verbs for positions you held in the past. (See pages 4 – 8 entitled Action Verbs.)
- Focus on your skills both transferable and specific that relate to the job for which you are applying.
- List current employment and education starting with most current and working backwards. (You only need to go back 10 years.)
- Use accomplishment statements. (Talk about money or time saved; amounts of money handled; design of new procedures and so forth.)
- Omit data that may lead to discrimination. (Age, race, marital status, religion for example)
- Make your objective job specific. (Use the title on the job description.)
- Customize your resume. Use terms found in the job description.
- Remember volunteer/internship experience counts. Don't forget to put it on your resume.
- Be prepared to back up everything that you have stated on your resume.
- Allow enough white space around your text to make it easy to read.
- Have someone else proof read your resume. Make sure that there are not typos, no cross-outs or handwritten information and that text is lined up and neat.
- Put your email address on your resume. Make sure your address is professional. You may want to have a separate account during your job search.
- Stay in touch with your references and make sure to give them a copy of your resume.
- Use bolding and underlining judiciously.

SOME DON'Ts-----

- Lie or exaggerate.
- Have someone write your resume. It needs to look and sounds like you. You need to be very familiar with it.
- Make long statements, use big words and limit the use of and.
- Include references on your resume. Put them on a separate sheet of paper with your contact information at the top. Only give references when requested. You will need at least 3.

- Use “I” statements since you will not be writing any sentences.
- Include salary requirements unless requested. You may under or overprice yourself.
- Use conjunctions, abbreviations or acronyms.
- Try to put everything on your resume.
- Do not use jargon unless you think the employer will know what you mean.
- List references. Save that information for when requested. You do not need the phrase, “References available upon request.” If the employer is interested you will be asked for at least 3 references so have them available on a separate sheet of paper.

READIBILITY AND SCANNABILITY GUIDELINES

Some companies scan resumes so it is important that your resume is readable. The following are additional suggestions. If you are not sure whether a company scans resumes you can call human resources and ask them.

- Left justify the entire document. Avoid tabs.
- Use fonts such as Ariel, Helvetica, Futura or Times Roman. You don’t want to use any typeface where the letters run together or touch each other.
- Do not use a font size smaller than 11 points.
- Do not use italic, script, underlining, graphics or shading.
- Do not vary font style or size within your resume.
- Do not use lines either horizontal or vertical as well as parenthesis or brackets.
- Avoid complex layouts. Keep things clean and simple.
- Use a laser printer when printing your resume.
- Use white or light colored paper (white, eggshell, light beige, light gray) for a contrast to make your resume easier to read.
- Use 8 ½ by 11 paper and print only on one side.
- Do not fold your resume. The fold could make it difficult to read.
- Do not staple and always send originals. Do not send copies.
- When faxing your resume to an employer set fax on “fine mode” if possible. It will be more readable.
- Make sure to use enough key words to get your resume noticed.

EMAILING RESUMES

When submitting your resume by E-mail it is better to submit it in a plain-text (ASCII) version. While it may not be esthetically pleasing this format is more acceptable to technical employers because all computers recognize ASCII. ASCII (pronounced “askee”) stands for “American Standard Code for Information Interchange”. You can take your Word document and save a copy of it as a Text only (*.txt) file. You will probably have to reformat your resume but once you have done that you always have an ASCII copy available.

Since ASCII does permit bolding, underlining, italicizing, bullet points and other traditional ways of highlighting important information, the list below offers some suggestions on formatting your resume for emailing.

- Use capital letters to direct the reader's eye. (Job titles and the different sections of your resume for example)
- Use a dash or an asterisk in place of bullet points.
- Use a common font size and type face.
- Do not use the tab key. Manually center or indent and left justify your resume.
- Make sure to proof read your resume. You might email it to a friend to have them check it.

Remember your resume is:

A marketing piece. You are marketing your skills, talents, abilities, experience and knowledge. Make sure that it reflects the best of what you can do.

A calling card. You don't want to put everything you have ever done on your resume. You want succinct and to the point facts about your accomplishments.

A way to direct the interview. You want to point out your accomplishments. You do this by the position of your information as well as how you highlight your skills and talents.

A reminder. After you leave the interview the employer will have your resume in hand to remind him/her of who you are and what you can do.

Another thought:

Writing a resume can be very challenging for some people. Take your time and when you start getting really stressed put your work down and doing something that you find enjoyable and then go back to writing. It is important to remember the importance of explaining your skills. Don't leave it up to the employer to figure out what you did on the job or what you want to do now.

When writing your resume you want to consider all of your experience. What that means is not just paid employment but volunteering, internships and any other situations where you have used or developed transferable skills.

ACTION VERBS

When you talk about duties you performed you talk about them using action verbs. When talking about duties you performed in the past you use past tense active verbs. When talking about current duties use present tense active verbs. The following pages list past tense active verbs. There are lead-ins or mind joggers before each section of verbs.

Did you observe or pay special attention to something?

addressed	inspired	questioned	tested
examined	located	read	tracked
experimented	measured	researched	weighed
explored	observed	studied	
investigated	perceived	surveyed	

Did you discover something?

ascertained	discovered	perceived	solved
determined	found	pinpointed	uncovered
detected	identified	proved	verified
diagnosed	learned	recognized	

Did you evaluate something?

analyzed	compared	perceived	rated
appraised	evaluated	qualified	reasoned
assessed	judged	quantified	reviewed

Did you understand something?

attributed	grasped	perceived	translated
discerned	interpreted	transcribed	

Did you start something?

activated	founded	introduced	set-up
adopted	generated	launched	started
began	implemented	opened	undertook
established	initiated	originated	formed
instituted	pioneered		

Did you finish something?

achieved	concluded	finalized	reached
accomplished	ended	finished	realized
attained	established	fulfilled	terminated
completed	executed		

Did you document something?

certified	documented	provided	substantiated
charted	logged	recorded	supported
compiled	mapped	researched	tabulated

Did you supervise employees?

appointed	enforced	nominated	staffed
awarded	evaluated	monitored	terminated
enlisted	fired	recruited	elected
hired	referred	employed	interviewed
selected			

Did you manage or lead?

acted	directed	integrated	performed
administered	facilitated	led	piloted
advised	fostered	maintained	processed
assigned	governed	managed	scheduled
chaired	handled	motivated	showed

conducted	headed	navigated	spearheaded
controlled	implemented	ordered	supervised
delegated	influenced	oversaw	used

Were you future-oriented?

estimated	hypothesized	prevented	forecast
planned	projected	deterred	predicted
strategize			

Did you save the day?

averted	prevented	solved	diverted
salvaged	succeeded	prevailed	saved
withstood			

Were you part of a team?

advised	conferred	fostered	participated
*aided	consulted	helped	served
*assisted	*cooperated	joined	teamed with
collaborated	facilitated	met with	

Did you obtain something new?

acquired	expanded	purchased	retrieved
bought	obtained	raised	secured
collected	procured	realized	solicited
cultivated	produced	received	

Did you make something?

assembled	developed	fashioned	produced
build	drafted	formed	programmed
composed	designed	made	published
constructed	drew	painted	sketched
created	engineered	photographed	used
customized	fabricated	prepared	*worked

Did you improve things?

advanced	enlarged	increased	solved
augmented	enriched	minimized	surpassed
corrected	expedited	modernized	streamlines
cultivated	extended	reduced	treated
developed	implemented	resolved	updated
enhanced	improved		

Did you think up something new?

conceived	devised	innovated	shaped
conceptualized	discovered	invented	solved
created	formulated	originated	synergized

designated	generated	perceived	synthesized
developed	improved	pioneered	visualized

Did you communicate something?

addressed	exhibited	persuaded	shared
authored	explained	presented	showed
communicated	illustrated	proposed	spoke
defined	introduced	publicized	submitted
demonstrated	lectured	related	symbolized
displayed	modeled	reported	verbalized
dramatized	notified	represented	wrote

Did you explain something?

clarified	detailed	explained	interpreted
defined	elucidated	informed	specified
demystified			

Did you negotiate?

arbitrated	mediated	reasoned	settled
balanced	moderated	reconciled	solved
intervened	negotiated	resolved	

Did you work with people?

advised	guided	persuaded	taught
coached	influenced	prescribed	trained
convinced	informed	probed	tutored
counseled	inspired	recommended	mentored
educated	instructed	reinforced	enlisted
listened	rehabilitated	facilitated	motivated
served			

Did you provide something?

allocated	fed	offered	rendered
dispensed	fitted	performed	responded
dispatched	furnished	presented	submitted
distributed	installed	provided	supplied

Did you operate something?

conducted	handled	performed	repaired
controlled	implemented	troubleshoot	tended
fixed	maintained	ran	used
functioned	operated	rebuilt	worked

Did you organize something?

arranged	collected	engineered	structured
assembled	connected	implemented	summarized
categorized	combined	integrated	systematized
consolidated	organized	classified	coordinated

prepared

compiled

correlated

sorted

Did you make decisions?

activated
adopted

approved
concluded

decided
determined

resolved
settled

Were you responsible?

assured
confirmed
delivered

ensured
guaranteed
guarded

protected
satisfied
safeguarded

secured
inspected

Did you make connections?

connected
integrated

matched

merged

networked

Did you make changes?

adapted
adjusted
adopted
centralized
combined
modified
simplified

expended
extended
extracted
implemented
improvised
separated
edited

refined
reorganized
restored
restructured
revised
converted
redesigned

supplemented
systematized
synergized
tailored
condensed
reconstructed
standardized

Did you increase sales or territory?

advanced
advertised
extended
enlarged

developed
expanded
promoted

marketed
opened up
enlarged

sold
doubled
increased

Did you perform financial functions?

allocated
analyzed
audited
balanced
budgeted
calculated

checked
collected
computed
dispensed
distributed
financed

forecasted
funded
invested
liquidated
merged
projected

reconciled
researched
safeguarded
solved
took place

Did you save money, time or resources?

conserved
cut
lowered

decreased
eliminated
reduced

minimized
preserved

saved
economized

Did you achieve something?

accomplished
achieved
acquired

attained
completed
contributed

gained
obtained
realized

secured
surpassed
advanced

enabled

reached

Did you receive honors or awards?

acknowledged

awarded

elected

nominated

appointed

credited

granted

selected

assigned

designated

honored

won

Did you get results?

assured

enabled

increased

raised

augmented

ensured

influenced

reduced

*contributed

facilitated

let to

resulted in

eliminated

furthered

promoted

reinforced

empowered

improved

provided

strengthened

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