Resume Considerations

Adapted from: Top 10 Questions About Writing a Resume by Kim Isaacs

Here are the 10 most common uncertainties of resume writing and suggestions on how to handle each:

What are the different resume styles? The most common are reverse chronological, functional ("skills") and dynamic ("modified chronological"). Here's a definition of each style:

- Reverse Chronological: With a focus on work history, a reverse chronological resume leads with education or work history and provides comprehensive employment history information. Reverse chronological resumes best suit those with a steady work history who are not changing careers.

- Functional: Functional resumes often are used by job seekers with issues such as job-hopping, extended employment gaps and career changing.

- Dynamic: This style is a good choice for most job seekers, because a qualifications summary at the top of the page allows for a quick sell and entices hiring managers to continue reading.

Should I keep my resume to one page? Not necessarily. The one-page resume "rule" no longer applies. New graduates with limited experience might only require one page, but experienced professionals often need two pages or more. For a two-page resume, make sure your strongest credentials are presented at the top of the first page.

Which font should I use? For resumes in electronic format that will be emailed, select a font that's standard on most computer systems. Good choices: Arial, Book Antiqua, Century Schoolbook, Garamond, Tahoma, Times New Roman, Verdana.

What tense should I write my resume in? Write previous jobs in past tense. For your current job, write accomplishments in past tense and job responsibilities in present tense.

Should I include salary information on my resume? No, indicating your salary history or requirements could eliminate you from consideration. If the employer requests salary requirements, acknowledge the request in your cover letter with a line like: "I would be happy to discuss my salary requirements after mutual interest has been established." If you feel pressed to give a number, provide a wide range to give you room for future negotiations. You can also create a salary history sheet, a separate document that outlines your earnings history.

Do I need to send a cover letter with my resume? Yes. A well-written cover letter is a chance to market your credentials and professionalism.

How do I include accomplishments when I don't have any? Consider what makes your work performance valuable to a potential employer. Ask coworkers or supervisors about your performance, and review your written evaluations. You'll probably find strong accomplishments you can mention.

Do I need an objective section? Your resume must focus on a career goal so hiring managers immediately understand your job objective. However, you don't necessarily need to include a formal Objective section. Instead, incorporate your goal into a narrative qualifications summary.

How can I hide gaps in my work history? Most employers prefer applicants with no employment gaps, very few job seekers offer a perfectly steady work history. You can't change the past, so focus your resume on what you offer. If you participated in activities such as volunteer work, self-study or formal training while out of work, include them on your resume. If long-term gaps are an issue, consider a functional resume style, emphasizing relevant skills and downplaying chronology.

How do I write a resume to change careers? Your career-change resume should highlight your qualifications that are most relevant to your new career goal. You may have transferable skills, training, hobbies or other important credentials that will interest hiring managers. A good starting point is to research jobs and look for qualifications frequently mentioned in ads. Write down your matching qualifications, and work them into your resume.

Dynamic Resumes

Three kinds of resumes to consider:

- Chronological (inappropriate for older people because it easily displays your approximate age).
- Summary (good for projecting your expertise and career accomplishments).
- Combination of chronological and summary resumes, (format the Church frequently recommends).

Resume format and content tips:

Include your name at the top of the resume, larger than normal: perhaps bold 28 pt. or more

Resumes get read in 8 seconds or less. That's why the top 1/3 of the first page has to be perfect in its layout and content. It has to be camera perfect layout with a dynamic statement of name, address, phone number, e-mail/web addresses. In addition, must have 9 to 12 specialized skills in a three-column format below the 3 to5 line statement of what you do and who you are professionally

Three font sizes are the maximum: Name (28 pt or larger), Job title (14 pt) and content (12 or 11pt.)

Put Education last or on the next page

For the resumes that will be given personally, use underline for your hyperlink and it will print in black and not hazy. For the resume that gets posted on the Internet or e-mail, use hyperlink tools as usual.

Resumes designed for Internet use can be longer than one page because you want "key" words included because the resumes will be scanned for "key" job words. Hence, the more words the chances of scoring a higher score via the scan is possible.

Nobody likes to read across the page. Don't have too many lines of full width. Indent bullets. Try to have phrases rather than long sentences except for the career statement at the top of the resume.

Each job must have 3 to 5 bullet of specialized responsibilities or on-the-job achievements

Most important job listing is the job title which could be larger size type (14 pt.) and bold.

Job company should be normal size type: 12 pt. Dates, if included, should be right justified.

Don't over bold the page.

Resume doesn't need to be only 1 page. Its layout is equally as important as the content.

Use only the last 10 or 15 years of employment history even if one has more professional employment

Avoid common resume pitfalls

- Eliminate typographical or grammatical errors, have reviews by several different people
- Be sure to include sufficient information
- Avoid including too much information, provide enough for readers interest or curiosity
- List all important achievements, quantify successes with dollar amounts or percentages
- Work from a dynamic resume template

Employment Records

An outline of employment history, skills and education. The starting point for a dynamic resume.

Personal Information

Last Name	First	Middle
Street Address	Phone	Message phone
City, State Zip	E-Mail	
Age 16-18 Age 18+	Veteran?	

Employment Desired

Job Title Preference	Secondary	Full time – Part time	Salary range $

Employment Record

Start date	Starting salary	Company	Title Duties	Reason for leaving
Ending date	Ending salary	Location		
Start date	Starting salary	Company	Title Duties	Reason for leaving
Ending date	Ending salary	Location		
Start date	Starting salary	Company	Title Duties	Reason for leaving
Ending date	Ending salary	Location		
Start date	Starting salary	Company	Title Duties	Reason for leaving
Ending date	Ending salary	Location		

Skills and Qualifications

Typing WPM :	Ten-key Sight Touch	Office and computer skills

Hobbies, interests and related activities

Other language(s)
1:   2:

References   Name

	Title / Affiliation	Phone

Education Information

Where	Degree	When	Course of study	Where	Degree	When	Course of study
High School				Col / Univ			
Trade / Tech							

Template…Your Name This Big

Your address, city, state and zip   **Your phone number**   Your e-mail address

PROFILE

Two to three line introduction of your experience and capabilities; such as : A hard working, energetic, self-starter with a track record of exceptional performance in increasing levels of responsibility. Skilled in the following areas:

Block of 9 – 12 Skills	**Computer or Data Entry**	**Warehouse Inventory**
One line each if possible	**MS Office Suite**	**Cashiering**
Bullets not required	**Customer Service**	**Monetary Transactions**

EXPERIENCE

Current Job Title or Position
Company name, city and state   optional dates worked to the right >   9/04 - 8/06
3-5 bulleted accomplishments for each position, suggested to not exceed two lines for any of these bulleted lines
Another ….
Another ….

Previous Job Title or Position
Company name, city and state   dates worked to the right >   6/02-08/04
3-5 bulleted accomplishments for each position, suggested to not exceed two lines for any of these bulleted lines
Another ….
Another ….

Older Job Title or Position
Company name, city and state   dates worked to the right >   5/00-5/02
3-5 bulleted accomplishments for each position, suggested to not exceed two lines for any of these bulleted lines
Another …

Oldest Job Title or Position – 4-5 Jobs or 10 years back is sufficient
Company name, city and state   dates worked to the right >   5/98-4/00
Put the oldest position last
3-5 bulleted accomplishments for each position, as done above
Another …

EDUCATION

High School or College attended (Put Highest Level Here)
Graduated or degree(s) designation   Month 200X
Include GPA if 3.59 or higher Have the draft read by at least two other people for grammar

Resume Action Words

Personal Attributes

Adaptable	Determined	Enthusiastic	Objective	Punctual	Successful
Assertive	Diligent	Expressive	Open	Receptive	Tactful
Astute	Diplomatic	Firm	Orderly	Reliable	Talented
Calm	Discrete	Flexible	Out-going	Resourceful	Tenacious
Candid	Dynamic	Frank	Patient	Self-confident	Tidy
Competent	Easy going	Honest	Perceptive	Self-starter	Tolerant
Cooperative	Effective	Initiator	Persistent	Sensitive	Versatile
Creative	Efficient	Innovating	Precise	Sincere	Warm
Democratic	Empathetic	Loyal	Punctual	Sophisticated	

Action Verbs

Achieved	Composed	Earned	Founded	Introduced	Sold
Administered	Conceived	Effected	Generated	Invented	Solved
Affected	Conducted	Encouraged	Governed	Investigated	Stimulated
Analyzed	Constructed	Enforced	Grouped	Launched	Structured
Applied	Contracted	Enlarged	Guided	Maintained	Succeeded
Appraised	Controlled	Equipped	Handled	Mastered	Summarized
Approved	Convinced	Established	Illustrated	Recorded	Supported
Arranged	Correlated	Estimated	Implemented	Recruited	Tailored
Assessed	Created	Evaluated	Improved	Rectified	Taught
Attained	Decided	Examined	Increased	Researched	Transformed
Awarded	Defined	Excelled	Influenced	Reviewed	Translated
Built	Designed	Executed	Initiated	Revised	Unified
Calculated	Detailed	Expanded	Inspired	Scheduled	United
Cataloged	Developed	Experimented	Installed	Searched	Validated
Clarified	Directed	Facilitated	Instituted	Secured	Verified
Coached	Distributed	Formed	Integrated	Selected	
Compared	Delegated	Formulated	Interviewed	Simplified	

Occupational Keywords

Account Management	Cash Flow	Dental Management	Harnessing	Patient Advocate	Spanish
Accounts Receivable	Cell Culture Media	Die Casting	Hiring / Firing	Payroll	Spread Sheets
Acquisitions	Cement	Dietitian	Hotel	Personal Computer	Statistical Process Control
Bachelor's Degree	Child care	Drywall	ISO 9001	Process Metallurgy	Stick Welding
Bank Card	Claims	Ecology	Journalism	Proposal Writing	Student Personnel
Bank Reconciliation	Adjudication	Electronics	Journeyman	Psychology	Supervisor
Batch Processing	Commercial Leasing	Employee Assistance	Layout Design	Public relations	Taxonomy
Benchmarking	Copy Editor	Engineer	Logic Analyzer	Purchasing	Teacher
Blueprint Reading	Counselor	Equipment Vendor	Magnetic theory manager	Radio	Technical Writing
Brochures	Crisis Management	Financial Planning	Mapping	Raw Materials	Time Management
Budget	Cross-Cultural Training	Food Preparation	Marketing	Receptionist	Transportation
Bulletins	Debugging	Gas Pipeline	Master's Degree	Reporter	Travel
CAD	Decision Making	Goal Setting	Microprocessor	Research	Wave Solder
Calibrator	Demographics	Graphic Design	Microsoft Word	Sales	WordPerfect
Carpentry		Guest Services	Nursing	Secretarial	Workflow
			Oscillator	Software Modeling	Writer
			Palletizing		

Searchable Keywords

Adapted from: Monster.com Keywords Recruiters Use to Find You by Thad Peterson

Automated Searching

Just as you use keywords to search for jobs on an employer web site, recruiters and hiring managers use them to identify qualified candidates who match their available positions searching the Web, databases such as Monster.com, emails and online applications.

Knowing which keywords appear most frequently in recruiters' searches can help you use the right words and terms in your resume. But remember: While it makes sense to use these keywords in your resume if they pertain to you, littering your resume with irrelevant words can backfire.

"For the astute recruiter, it's going to come across as spam," says Felix Heimberg, a Dallas-based recruiter. "We become very good at spotting something that looks contrived."

One Hundred Most Popular Keywords

What are recruiters and hiring managers searching for? Here is a list of the top 100 resume keyword search phrases used by recruiters and hiring managers on Monster for the three months ending June 30, 2005: (use these to identify similar keywords within your career and skill set, use them in your resume)

Sales	Engineer	Retail	Accounts receivable
Recruiter	Controller	Legal secretary	Senior accountant
Entry Level	Financial analyst	Customer service	Manufacturing
Accountant	Project manager	Call center	SQL
Receptionist	Marketing	Outside sales	Unix
CPA	C#	Bookkeeper	Architect
Customer service	.net	Inside Sales	HVAC
Accounting	Project manager	Auditor	Help desk
Java	J2EE	AutoCAD	Oracle DBA
Mortgage	Oracle	Tax	Clerical
Manager	Construction	Registered Nurse	Purchasing
Executive Assistant	Warehouse	Buyer	Bilingual
Human Resources	Inside sales	C	Help desk
Pharmacist	Business analyst	Spanish	Analyst
Accounts Payable	Paralegal	Japanese	Accounts payable
Insurance	RN	Underwriter	Technical writer
Payroll	Financial analyst	Sales	Pharmaceutical
Staff accountant	Data entry	Account executive	Loan processor
Audit	Nurse	Technical writer	Occupational therapist
Physical therapist	People soft	Medical	QA
Outside sales	Restaurant Manager	CNC	Pharmaceutical sales
SAP	Loan officer	Finance	Real Estate
Business analyst	Staffing	Staff accountant	Maintenance
Collections	Telemarketing	Civil engineer	Human Resources
Administrative Assistant			