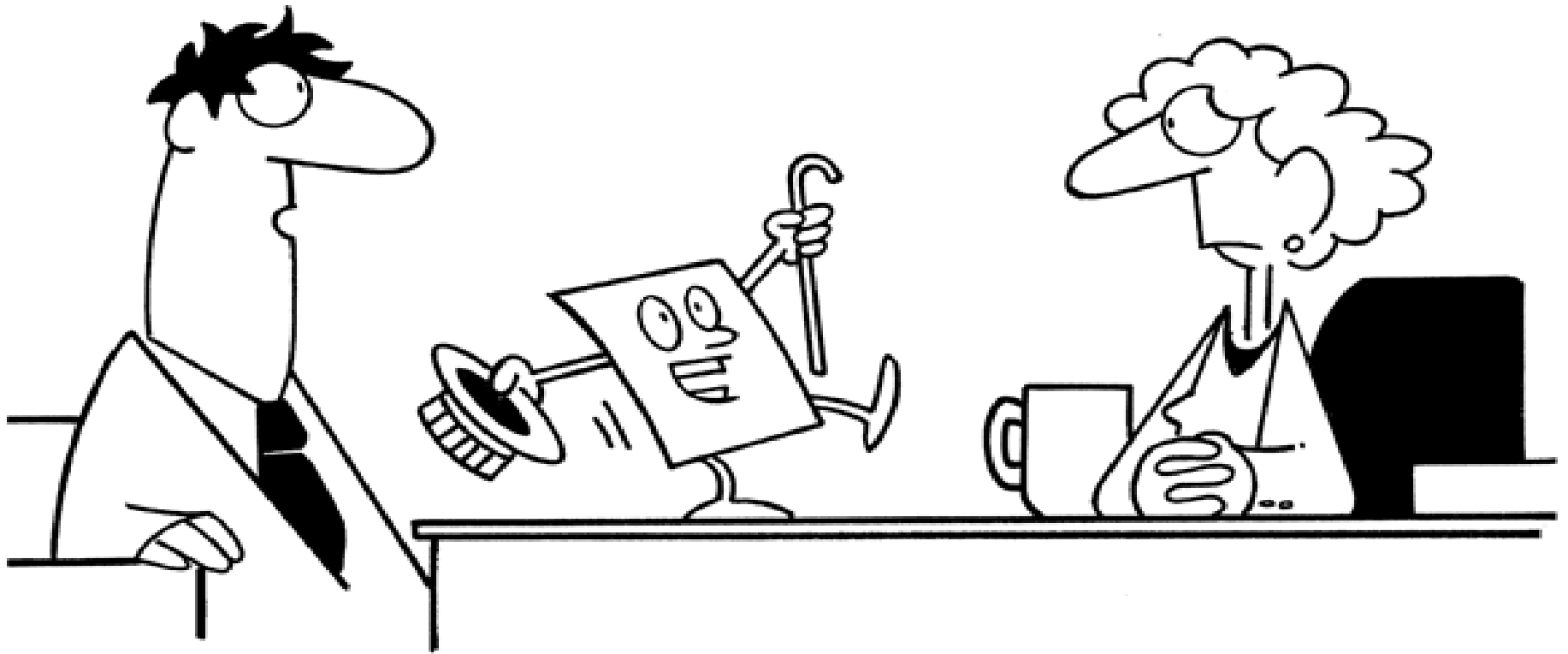




Crossroads Career®
NETWORK

Resumes

www.CrossroadsCareer.org



“I want my résumé to be the one you remember!”

Two Rules

- ❖ With resumes- there are no rules...just suggestions and recommendations of better ways
- ❖ When in doubt, see rule 1

Resume Format

- ❖ Chronological vs. Functional
- ❖ Applicant Tracking System
 - ❖ ATS = computer system to track/retrieve applicant info
 - ❖ Your resume is uploaded into company's ATS
 - ❖ Your information is compared with other applicants and rank-ordered
 - ❖ IF hiring manager sees your information, it is usually via ATS (plus, perhaps, the resume).

How to Start (1)

- ❖ Identify a single occupation
- ❖ Build a master resume -- 5-7 pages long
 - ❖ Put everything you can think of in your career
 - ❖ You always have room to make changes
 - ❖ You will have multiple presentation resumes
- ❖ Afterwards build customized, chronological resumes for specific jobs
 - ❖ Use www.wordle.net to ensure resume matches up with job description; make sure to include key words

How to Start (2)

- ❖ Most will end up with a 1-2 page résumé
 - ❖ New graduates- emphasize your education
 - ❖ Experienced - put experience on top and education on the bottom
- ❖ Keep a folder with which resume you sent to what company so you can reference it quickly if they call

Resume Submission

- ❖ Maximize the overlap between job description keywords and resume
- ❖ Always submit a .doc or .docx; don't send a PDF- 15% of the time it gets trashed
- ❖ Boxes, lines, tables confuse systems; bullet points OK
- ❖ Keywords are more important than format initially

Contact Information on the Resume

❖ Email addresses

- ❖ Use @gmail.com or @yahoo.com or @outlook.com
- ❖ @aol.com says that you are old and out of touch
- ❖ Email address should be professional

❖ Phone number

❖ City, State (not street address)

- ❖ Can put 'greater Atlanta area' if you want

Other Resume Pointers (1)

- ❖ Work experience - go back to year 2000
 - ❖ Can summarize prior work history
- ❖ Job summaries should be 2-3 sentences/bullets and feature STAR statements
 - ❖ STAR: Situation, Task, Action, Result
- ❖ School—
 - ❖ If in school, indicate expected graduation date
 - ❖ If no degree, indicate degree that you focused on and dates attended
 - ❖ Degrees and certifications are a plus

Other Resume Pointers (2)

- ❖ Include action verbs to show action, success
- ❖ Mix your title and the action
 - ❖ Ex: was a project manager and managed projects
- ❖ Don't add the accent mark on resume'
- ❖ Call out your company by short and long names
 - ❖ Ex: HP and Hewlett Packard

Other Resume Pointers (3)

- ❖ Font
 - ❖ Use Ariel, Calibri, Times New Roman Font
 - ❖ Use size 11 font, or size 12 if you need to take up space
- ❖ Margins should be .65 or .75
- ❖ **USE GRAMMAR AND SPELL CHECK**
- ❖ Month/year; no dot as systems look for dashes
- ❖ Telephone- use parenthesis and dash
 - ❖ Recruiters look for area code to ensure a local hire
- ❖ For job titles, use what the industry understands.
 - ❖ Use hiring company's title if applicable.
- ❖ No pictures, references, hobbies or personal information
- ❖ NO: “references are available on request”
 - ❖ but can have them on a separate piece of paper

Other Resume Pointers (3)



"I typed up my resume on the computer. The spell-checker accidentally changed 'Mid-State Junior College' to 'Harvard'."