THE RESUME

The two main goals:
- To show off achievements, attributes and the expertise gained by experience
- To minimize any possible weaknesses
- To stick to a one page per ten years experience maximum

STEP #1: Choose an appropriate resume style
- Chronological
- Functional
- Chrono-Functional

STEP #2: Determine the basic ingredients
- ✓ Contact information
  - ➤ Always include e-mail
  - ➤ Don't use a different name (one that previous employers might not recognize, like a maiden name)
- ✓ A job and/or career objective
  - ➤ Two to three sentences
- ✓ A career/personal summary
- ✓ Education
  - ➤ Institution
  - ➤ Major/minor
  - ➤ Professional training
- ✓ Description of work history
  - ➤ Only mention summertime and

part-time employment in an entry-level resume

> In a returning back to work situation, emphasize skills and de-emphasize the part-time (like a functional resume)

NEVER include:

* Title (resume, fact sheet etc.)- It should be obvious
* Availability- Redundant
* Reason for leaving a job
* References- It is inappropriate unless they are specifically requested. Employers are not interested in your references until they meet you and develop further interest.
* Written testimonials
* Salary
* Mention of age, race, religion, sex, national origin (including pictures/ physical description)
* Early background

STEP #3: DETAILS

- Personal interests/skills
- Job titles (general & professional)
- Discuss achievements/successes not just skills
- Tone (first person, third person, abbreviated third person)
- Keywords
- Edit & polish