

Use the “right stuff” to build a powerful resume

Looking for a job? Then, you need a resume. Your resume is your calling card, your advertisement, your brochure, your flyer. It’s a one-page handout that shows what a great catch you are.

Q. “What can I do with a resume?”

Mail it. Email it. Post it online. Ask friends to give it to their managers. Hand it out at job fairs. Give it to employment agencies.

The idea is to get it into the hands of as many hiring managers as you can. If a hiring manager likes what she sees in your resume, you could get invited to a job interview.

Q. “What if I’m not a good writer?”

That’s okay. Writing your resume is easy. You completed all the heavy thinking in the last chapter. All that’s left to do is type it up.

Q. “Is there some official format or design for a resume?”

No. There is no official format for writing your resume. You can set up your resume any

way you like. Feel free to change, modify, expand, ignore, or simplify any of the following suggestions. But, most people do include the following topics in their resumes—

1. Your contact information

Tell employers who you are and where they can reach you.

At the top of the page, type your full name, mailing address, telephone number with area code, plus your text or email address.

2. Your goal

In one short sentence, tell what kind of work you want.

- “Seeking full-time position as a dragon slayer.”
- If you have little or no experience, say that you are: “Seeking a full-time, entry-level position as a dragon slayer.”

Seventy-five percent of hiring managers said they prefer a chronological resume that lists your most recent job first.

—Career Journal

3. Your education

Start with your most recent school or program.

- On the first line in this section, name the award, certification, or degree earned plus the date of the award. If you haven't graduated, simply give the number of credits earned toward the award (36 credits earned toward a BS degree in magic).
- On the second line, give the school's name and city/state address.
- On the third line, list any classes or activities you participated in that would help you in the job you want.
- Repeat for additional schools.

4a. Work experience

Start with your most recent employer.

- On the first line in this section, give your job title plus your beginning and ending dates of employment. If you are still employed there, give your starting date and the word "Present" to show that you still hold that job.
- On the next line, give the employer's name and city/state address.
- On the next few lines, list the job requirements with examples from your past (see your notes on pages 10 and 11).
- Repeat for additional employers.

4b. No work experience

Instead of a "Work Experience" section, create a section titled, "Accomplishments."

- On the first line in this section, name one of the job requirements.
- Under that job requirement, offer two or three substitute examples from school, sports, volunteering, or other life projects

to show what you achieved in that area (see Substitute Skills on page 11).

- Repeat for each additional job requirement.

5. Your skills list

Create a section called "Skills."

Then, simply list the names of any important, tools, devices, programs, procedures, skills, licenses, and systems that you can operate or perform.

6. Additional information

Create a section called "Additional Information."

You don't have to include this section in your resume. It's optional. But, it is a great place to mention any special talents, skills, abilities or awards that might interest an employer.

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On the next few pages, you'll find three resumes that you can use to model your resume on.

Notice how simple and clean they look. Bold headings, short sentences, and plenty of white space help the requirements jump off the page. Plus, each job requirement is phrased as an accomplishment with an example of what the writer did and numbers to show the size of the projects.

Creating your easy-to-scan resume is even easier than you think. Just use the fill-in-the-blank worksheet on page 17.

WHY YOU NEED A SKILLS LIST IN YOUR RESUME

Having a skills section in your resume can be important. Many large employers download the resumes they receive into a database. A database is a computer file that can hold millions of resumes and job applications.

Databases are searchable. That means, if a hiring manager searches her database for "Final Cut" or "Avid" the computer will pull up only the resumes of people who have that film-editing software in their resumes.

So, if you want the hiring manager's computer to pull up your resume, help it find you by including the names of all the important tools, programs, and systems you can operate or perform.

Worksheet

Your full name
Your address, city, state, zip code
Your phone and email

GOAL

Give the job you are seeking

EDUCATION

Give your diploma or degree and the date of award

Give the school's name and city/state address

- List several courses you took
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Repeat for additional schools or training

WORK HISTORY

Give your job title with beginning and ending dates

Give your employer's name and city/state address

- Give a job requirement, with an example
 - Give another job requirement, with an example
 - Give another job requirement, with an example
 - Give another job requirement, with an example
 - Give another job requirement, with an example
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Repeat for additional employers

SKILLS

Name the important tools, devices, procedures, programs, systems, and licenses you can operate or perform

ADDITIONAL

Mention any special talents, abilities, or awards

BASIC RESUME WRITING TIPS

- Use standard 8.5" by 11" white paper
- Keep a one-inch margin on all four sides of the page
- Avoid fancy fonts like outline, script, or other difficult-to-read styles
- Keep sentences short and to the point
- Bold or CAPITALIZE important headlines so they stand out
- Single space within sections
- Double space between sections
- Use bullets (•) at the beginning of a list
- Whenever possible, use numbers to show the size, volume, time, money, effort, or result of the projects you worked on
- Proofread for spelling and factual errors