Resumes

Purpose: "A resume is a personal marketing piece designed to open the door for an in-person job interview." -- Yana Parker

Characteristics of a Good Resume:

1. A good resume is a **marketing tool** – not a personnel document. Its primary purpose is to help you land a job interview.
2. A good resume is about you – not about your work history.
3. A good resume **focuses on the future – not on the past**.
4. A good resume **focuses on achievements or accomplishments**—not on job descriptions.
5. A good resume is attractive, neat, concise, and organized.
6. A good resume is free of typos, misspellings, and grammatical errors.

Types and Formats of Resumes

Job seekers must be prepared to provide information to prospective employers in a variety of styles and formats.

Resume Types:

- Chronological – This type of resume lists your jobs in chronological order from current or most recent job first to jobs as far as 10 years back. This resume type is most often preferred by hiring managers.
- Functional – If you are a recent college graduate and have little work experience or you are a career-changer, the functional resume may do a better job of showcasing your skills. In this type of resume, you select three or four skills that you want to concentrate on and provide examples of accomplishments under each skill. Jobs can be line listed at the end of the resume.
- Combination – This type of resume combines the functional and chronological types by using the functional format but including more details of work experience.
- Curriculum Vitae – Used by academics and scientists, this resume is used when a job seeker wants to include a list of published articles, presentations, awards, research, etc. they have completed professionally. Also called CV's, many international students use this type of resume.

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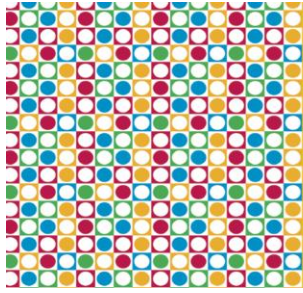
Resume Formats:

- <u>Presentation</u> – This is a formal resume that you present in person or send by mail. Nice resume paper should be used and formatting should look professional.

- <u>Electronic</u> – Resumes are often sent via email. To ensure that the receiving party will be able to read your resume, it is recommended that you include your resume in the body of the email message or that you attach your resume. You may attach your resume as a Word document or PDF. Be sure that the formatting is simple and basic.

- <u>Scannable</u> – Many larger companies/organizations run your resume through an optical scanner or database. When the time comes to fill an open position a list of required or key words are provided. Resumes with the highest number of "hits" are pulled out and reviewed by the hiring manager. You will want to write your resume using key words so that you maximize possible hits.

- <u>Online Profile</u> – Now that you've taken time to create the perfect resume, you have to be prepared to set it all aside and use the form provided by an employer online. Many employers want you to fill out their form to show your technology skills. You're also ensured that your resume will be included in their database.

Get Resume Help Online!

Go to Susan Ireland's Ready-Made Resumes and Job Search Letters at

http://susanireland.com/notre-dame-de-namur-university/
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