

Developing Your Resume - I

- The resume creates the first impression of you.
- It will be reviewed in less than one minute.
 - It needs to make a strong impression very quickly.
- The resume must have a professional appearance.
- It should demonstrate the benefits that you offer.
- Resume must be organized with good content.
- Show a prospective employer the skills you offer
- The objective of your resume is to get interviews.

Developing Your Resume - II

- Resume must demonstrate proper skills & training.
 - Highlight Technical and Performance skills.
- **Performance Skills.**
 - Adaptability** - Resilience, Ability to accommodate change.
 - Interpersonal** - Leadership, Creativity and Team orientation.
 - Work Habits** - Ability to follow detailed Processes, Diligent.
- **Technical Skills.**
 - Research Skills** - Ability to employ appropriate techniques.
Familiarity with accepted research tools and applications.
 - Information Management** - Ability to manage and interpret a high volume of technical data. Ability to efficiently communicate technical findings to associates.
 - Systems** - Develop and maintain effective processes and procedures using contemporary tools.

Developing Your Resume - IV

- Organize your resume and avoid a cluttered appearance.
- Focus on appropriate length
 - Less than 5 years experience, no more than one page.
 - Two pages is maximum (except in academic or research fields).

Developing Your Resume - IV

- Organize your resume and avoid a cluttered appearance.
 - Use adequate margins and line spacing.
- Focus on appropriate length
 - Less than 5 years experience, no more than one page.
 - Two pages is maximum (except in academic or research fields).
- Times New Roman and Garamond Fonts recommended.
 - Font size should be 11 or 12 points with name at 15 points.
- Review carefully for errors, edit your resume often.
- Use Chronological Resume Format, it is preferred.
 - This format tells the reader, what you have done, who you did it for and when you did it. It puts your experience in context.

Developing Your Resume - V

■ Resume Components

- Contact Information
- Career Objective or Career Summary (Not both)
- Qualifications (Keywords describing areas of expertise)
- Professional Experience (in reverse chronological order)
 - Show your achievements in each professional position.
- Formal Education showing field of study and degree level
 - In progress work after completed work
- Training should include targeted professional programs.
- Technical/Computer Skills
 - Applications, tools and techniques you use to perform your work.
- Publications/Patents/Awards/Other
 - A separate section for each of these may be appropriate.

Developing Your Resume - VI

- Plain Text/Text Only format for your Internet resume.
 - Remove formatting features from Word/Wordperfect...
 - This can be accomplished by doing a Save As and choosing Text Only as the File type (below File Name in Save Dialog Box).
 - Each line is limited to 80 characters in length.
 - Each line contains a hard return.
 - Asterisks or dashes used rather than bullets in this format.
 - This format uses a 10 point Courier font.
 - Left justify your document. Centering is done manually.
 - Page breaks are not recognized in Text Only format.

Developing Your Resume - VII

- Cover Letters should always accompany your resume.
 - Consider these statistics from a survey of employers.
 - **7%** said that a Cover Letter can cinch an interview.
 - **39%** said that a Cover Letter is an important factor.
 - **22%** said that depending on the job, it can make a difference.
 - **19%** said it only made a difference if poorly written.
 - **7%** said they do not even look at or consider cover letters.
- Cover letters make a difference to employers.
 - Tailor your cover letter for each opportunity.
 - Be concise and show that your background is appropriate.
 - Show enthusiasm for the opportunity.

Developing Your Resume - VIII

- The objective of your resume is to get interviews.
 - Your resume has less than a minute to get an employer's attention.
 - Form, substance and accuracy are all important to your resume.
 - Your resume must show an employer the benefits that you offer.
 - Make sure information on your resume is accurate and relevant.
 - Know the details of your resume, edit your resume frequently.
 - A perfect resume will not always lead to an interview.
 - A poorly written resume will seldom lead to an interview.
 - Take your time and develop a high quality, high impact resume.
 - Become savvy in sending your resume via the Internet.
 - Always send a cover letter, it makes a positive difference.