

# RESUME WRITING TIPS

MCC Career Services, SSC/Lowe L-127a  
Julie Greene, Director of Career & Veteran's Services  
jgreene@manchestercc.edu | (860) 512-3372

# The Resume

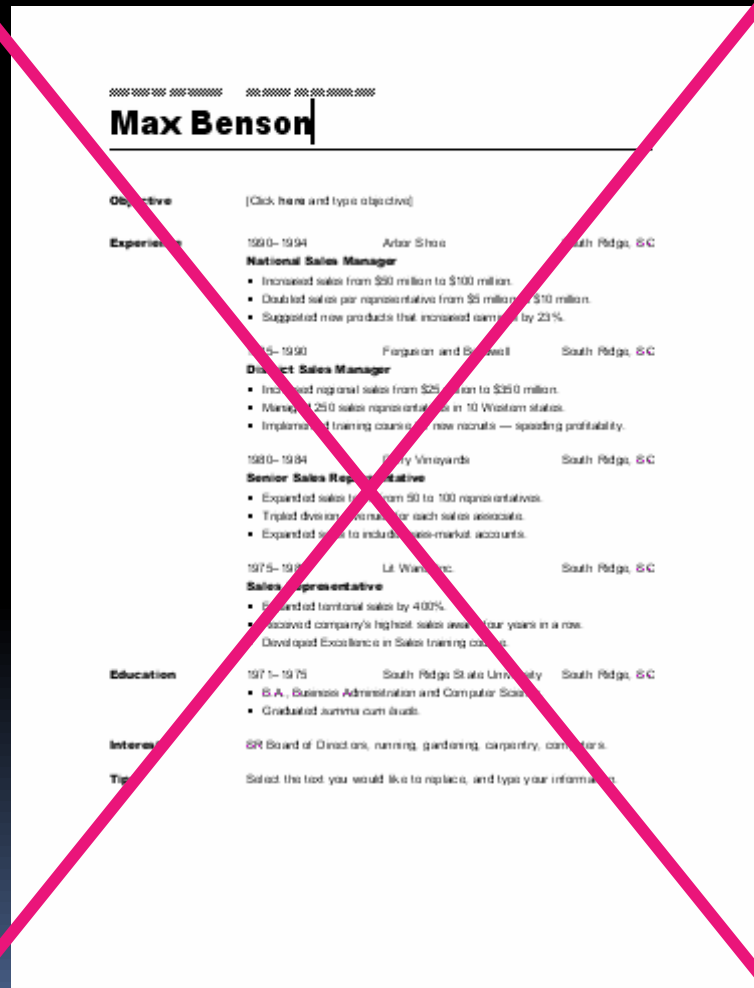
- ★ Markets you/serves as sales instrument
- ★ Presents your strongest qualifications
- ★ Summarizes you to the employer
- ★ Obtains an interview for you
- ★ Changes to meet the needs of the employer
- ★ A living document, continually being updated and tweaked... always a work in progress

# Our Recommendation...

Avoid using MS

Office Templates!

- ★ Does not distinguish you from other applicants
- ★ Has problematic, hidden formatting
- ★ Limits Creativity



# Four C's of Resume Writing

## 1. Clear

- ★ Writing it for someone who knows nothing about you
- ★ Should not raise any questions, should answer them
- ★ Don't expect everyone to know the industry terminology
- ★ Aesthetically pleasing

# Four C's (Cont'd)

## 2. Concise

- ★ How long does it take an employer to read through your resume? 15 - 30 seconds!
- ★ How long should it be?
  - One or two pages ! More is not necessarily better!
  - If two pages, name & page two at top of second

## 3. Consistent

- ★ Follow the same format throughout
- ★ Location, style, font, size
  - Examples – italicizing, abbreviating, tabs

# Four C's (Cont'd)

## 4. Clean

- ★ One-inch margins on all 4 edges
- ★ Easy to read type – Times New Roman, Calibri, Arial, Century Gothic, Garamond; all good choices
- ★ Reasonable font size – no less than 10, no larger than 12 – depends on style
- ★ Single space within sections
- ★ Double (breathing) space between sections
- ★ To the point – Use short sentences/bullets

# Some Basic Guidelines

- ★ Honesty is the best policy
- ★ Use power verbs to denote action
- ★ Speak to employer needs, not yours
- ★ Error free (Check spelling & grammar!)

# Resume Formats

## Chronological (reverse)

- Emphasizes work history by listing most recent first
- Easy to review work roles and progression/advancement.
- Can reveal spotty work history.
- Most widely used format.

## Functional (skills based)

- Highlights categories of strengths or areas of content expertise.
- Effective for “career changers” ; emphasizes skills/talents more than titles/dates.
- Brings older accomplishments to the forefront.
- Eliminates repetitiveness or redundancy.



# Resume Framework/Headings

- ★ Demographics/Contact Information
- ★ Objective
- ★ Summary Statement or Profile
- ★ Education (order placement varies)
- ★ Special Skills / Related Courses
- ★ Experience – Related, Other, Volunteer, Experiential
- ★ Activities / Interests (not always appropriate)

\* Not all of these categories are mandatory. Add new ones or leave out those you don't prefer. Much of resume writing is about personal style and preference; feel free to play around with different wording, layouts, categories, etc.

# ★ Demographics/Contact Info

- Name
- Address
- Phone #
- Email Address (make it professional!)
- LinkedIn Profile Weblink

\* Keep Up To Date!!!

# ★ Objective

- Can be specific or broad, with emphasis on industry or specialized field within industry
- Can be tailored for each opportunity
- Should focus on function/abilities/specific skills and what you have to bring to table
- No self-serving element: Should not include how YOU will benefit from employment

# ★ Summary Statement / Profile

- Used in place of (or in addition to) objective
- Focuses on what you have accomplished and what technical or personal traits you offer
- Reflects on your past positions and accomplishments
- Highlights your strengths at top of resume where readers tend to pay more attention
- Can be a paragraph or bullets
- Sets tone and expectations for reader

# "Summary" Section Examples

A highly motivated, creative and versatile real estate professional with seven years of experience in property acquisition, development and construction, as well as the management of large apartment complexes. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public.

Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. Expertise in emergency medical services. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.

## ★ Education

- Degree! AA/S, Certificate, Diploma, BA, MBA
- Spell out the name of the school, town/state
- Program(s)/Major(s)
- Date of graduation
- If have at least one semester of higher education – don't list high school
- List all colleges attended if you were there one or more semesters
- Include job training courses

# Education Section Samples

## Education

Manchester Community College, Manchester CT

**Associates in Science in Business Administration**

May 2016

Related Coursework: *Financial Accounting, Managerial Accounting, Corporate Finance, Principles of Management, Organizational Behavior, Principles of Marketing, Commercial Law, Legal Environment of Business, Public Speaking*

## EDUCATION, LICENSURE AND CERTIFICATION

Manchester Community College, Manchester, CT

**Associates in Science in Drug & Alcohol Counseling**

May 2016

*Graduated Summa cum Laude (3.9 GPA), PhiTheta Kappa National Honor Society*

Boston State College/UMass, Boston, MA

**Bachelor in Science in Nursing**

2005

*Licensed Registered Nurse - Connecticut License R34288*

# ★ Special Skills / Related Courses

- Don't short-change yourself!
  - ◎ Relevant Coursework
  - ◎ Computer/Program Skills
  - ◎ Foreign Language Skills
  - ◎ Equipment – what can you operate?
  - ◎ Licenses/certifications
  - ◎ Public Speaking
- Be prepared to give examples/back it up



# ★ Experience

- Reverse chronological order
- Position Title, Employer, Town, State, Dates
  - ◎ Year designations only, unless under 6 mos
- List Responsibilities/Job Duties (rank order)
- Use Action Verbs (past/present tense – very important)
- Can be Categorized: Related, Internship/Co-op, Work, Volunteer, Other
- Review your job descriptions for language
- Promotions – list company, then break down positions to highlight increase in responsibility

# ★ Activities / Interests

- Employer may begin questioning you on these as conversation starter at interview
- Local Community, Volunteer, College Events
  - ◎ i.e. Red Cross, PTA, Girl Scout Leader
- Professional Association Memberships
- Hobbies/Sports (when relevant can be asset)

# References

- DO NOT include on resume, always a separate page
  - ⊙ Reference page frame should match resume (include demographics at top just like on resume)
- Just tag line “References Available Upon Request” (optional – references are expected)
- Who? How Many?
  - ⊙ Previous Supervisors, faculty – no family/friends
  - ⊙ Minimum of 3
  - ⊙ Ask Permission!
  - ⊙ Thank & Send them resume before
  - ⊙ Thank them when hired

# Resumes – Don't Forget

- ★ Line it up – categories, bullets – You decide on design / layout, be consistent
- ★ Match up cover letter & reference page
- ★ If 2 pages, “name, page 2” on second page
- ★ Save as PDF before sending electronically
- ★ Keep copies with you at all times – Good way to network in an impromptu situation
- ★ Review! Review! Review!