

Resumes that Work as Hard as You Do!

10 Key Factors of an Effective Resume:

1. Appropriate Formatting
2. Strong Focus
3. No Objective Statements
4. Strong Data Prioritization (*make your most important points first*)
5. Showcasing and/or Quantifying Accomplishments
6. Exclusion of non-relevant data (*experiences that have nothing to do w/job*)
7. Appropriate Length (*depend on experience*)
8. Avoiding Personalizing or Casual Language (*avoid using: I, me, ain't, etc...*)
9. Excluding Repetitive Data
10. Flawless Spelling and Grammar (*use a dictionary, in addition to Spellcheck*)

Pitfalls

1. Reflecting Your Personality – avoid personal pronouns or scripted type
2. Listing Everything You've Done – go back 10 to 15 years max, 10 years is best
3. Telling the Recruiter What You Want – tell this in the resume summary
4. A Document that Will Guarantee an Interview or Job Offer – that type of resume doesn't exist, don't be fooled
5. One-Size-Fits-All Document – each resume should be tailored to the specific employer
6. Document that Will Please Your Spouse, Parents, Colleagues, etc.
7. Document that Is Perfect in Every Way – don't make a career out of doing your resume, content is more important than style

Resume Rules for Career Changers

- Use a Summary, not an Objective, Statement – how your experience will benefit the employer
- State Every Conceivable Skill that Could be Transferable to the New Position You Are Seeking to Fill – keep it brief, without excluding clarity
- List Activities or Hobbies that Are Applicable to Your Desired New Position – avoid including, focus on your job history

How to Get Results

- Use a Qualifications Summary – what are you able to do, your experience, but expressed always in what the readers needs and interests are
- Stress the Benefits of Your Experience in Your Summary – what was the result, how it got done is not as important
- Support the Benefit Claims with Professional or Amateur Experiences and Accomplishments