

Résumé Writing Tips

Begin by determining your objective. In fact, do this prior to writing the résumé. Take the time before you start your résumé to form a clear and obtainable objective. Clearly state what job you want and know what skill-set and experience is needed to excel in that job. After your objective is determined, you can structure the content of your résumé around that objective. When you have an objective, you're on your way. Begin the résumé writing process. You don't need to go into detail about every accomplishment in your résumé. Strive to be clear and concise. Put yourself in the shoes of the résumé reader when looking at the job qualifications needed for the position; what would you be looking for in a candidate? That's what you need to include in your résumé.

Use Bulleted Sentences

In the body of your résumé, use bullets with short sentences rather than lengthy paragraphs. Résumés are read quickly; therefore make key phrases stand out. Bulleting information will help the reader view your accomplishments at a glance. Don't worry about the specifics; you will go into the details during the interview.

Use Action Words

Using action words like prepared, managed, developed, championed, monitored, and presented will cause your résumé to stand out. We've compiled a list of action words; take a look at them. [Examples of résumé actions words can be found on the résumé development Web page under résumé action words.](#) If your résumé is scanned electronically, the computer will pick up on the words. You read correctly, **some companies now scan in your résumé**, and have computers pull those that meet certain criteria. The computers are looking for one thing - they are looking for keywords that have been picked by the hiring manager. These are action keywords that relate to the position, so not including them could mean your résumé is disregarded as a "non-match".

Use %'s, \$'s and #'s

You should always use %'s, \$'s and #'s. Dollar totals, numbers, and percentages stand out in the body of a résumé. Below are two examples of a job duty described with them (good), and without (bad). As you can see by the examples, being specific does not mean being lengthy.

Example 1

Bad: Account manager for advertising agency

Good: Managed 15 strategic accounts billing in excess of 15M annually

Example 2

Bad: Sold widgets to clients located in the Midwest

Good: Increased sales by 17% in a five state territory

Highlight your strengths

Highlight your strengths, and what is most relevant to the potential employer. Incoming résumés are typically reviewed in 10-30 seconds, so put forth the effort and determine which bullets most strongly support your job search objective. Put the strong and most relevant points first where they are more apt to be read. This is your goal for the reader, the rest of your résumé builds on your strong points.

Match the need they have

Match the need they have, review job postings. Use the keywords listed in the position description and match them to the bullet points in your résumé. Chances are that you have some of these as key points already; however, if you have missed any, add them to your résumé. Using a custom résumé instead of a generic one will greatly increase your chances of an interview, as you will be a better match in the eyes of the reader.

Be positive

Above all, in your résumé and interview, you must be positive. Therefore, leave off negatives and irrelevant points. If you feel your graduation date will subject you to age discrimination, leave it off your résumé. If you do some duties in your current job that don't support your job search objective, don't include them. Focus on the duties that do support your objective, and leave off irrelevant personal information like your race, weight and height.

White space is important

White space is important to your résumé design. Open up the newspaper and take note of which ads first catch your attention. Are they the ads that are jammed full of text or are they ads that have a large amount of unused space ("white space")? This is done to grab your attention, as readers are always attracted to open areas. For this reason, don't worry if you are having a hard time filling the page with text; increase your line spacing to compensate.

Formatting Guidelines

How long should my résumé be? What size font should I use? The font size should be no smaller than 10 point, 12 point is recommended use standard serif or sans serif fonts. Don't use intricate fonts that are hard to read. The length of your résumé should be one to two pages. Yes, you read correctly; you can use more than one page. But remember, keep it concise. It's acceptable to use two pages for your résumé; however, it is not necessary.

Get 3rd Party Advice

Ask a friend or get an outside opinion on your résumé before sending it off. Since you are so close to your situation, it can be difficult for you to note all of your high points and clearly convey all of your accomplishments. Having someone subjectively review your résumé can give you insight into how others will view your personal marketing materials, would your résumé impress them? If not, why? Don't settle for, "it's good", encourage them to ask questions. The questions of the reader can help you to discover items you may have inadvertently left off your résumé. Take their comments into consideration, and revise your résumé accordingly. In addition to adding in missed items, their questions can also point to items on your résumé that are confusing to the reader.

Start Applying

Start applying. Apply for some jobs that appear to be above your qualifications, apply to positions that are a match and apply to positions that may be below your level. Why? Perhaps once you have your foot in the door you can learn of other opportunities. If nothing else, interviewing more and more will increase your interviewing skills. Like anything else, repetition will decrease your nervousness, and increase your skills at attacking tough questions.

Résumé & CV Writing Tips

Features of effective CV - résumé

For most job seekers, the job market is a buyer's that is, an employer's market.

With so many talented people in the job market, the onus is on the candidates to sell themselves to the employer.

General rule for all types of international CV or résumé is – **'so shorter it is so better results are'**.

One of the most important features of **an effective résumé** is that it **looks forward rather than back** and addresses the needs of the job being applied for. Many résumés by contrast are more concerned with what the job seeker has done, instead of what they want to do next.

Focus your résumé. Ideally, a résumé will have a clear and well-defined objective that fits well with the position sought. In such a way, it is far more likely that the candidate has a carefully thought out career plan and that the position sought fits into their long-term goals. Customize it for a particular position: if you have done both R&D and manufacturing but you are looking for a position in manufacturing, emphasize your manufacturing experience.

Another aspect of focus in the résumé is the exclusion of irrelevant material, especially past experience. However, should be matches to the key accountabilities, requirements or key competencies required.

In addition, **quantify your experience wherever possible.** Cite numerical figures, such as monetary budgets / funds saved, sales target or budgets achieved, projects completed, time periods / efficiency improved, lines of code written / debugged, numbers of machines administered / fixed, etc. which demonstrate progress or accomplishments due directly to your work.

An effective résumé will highlight the candidate's skills, knowledge, attributes, competencies, professional approach, achievements, qualifications and experience described in terms of **what the job seeker can do to solve the employer's problem.**

Experience generally weights very heavily and should be emphasized over education.

An executive summary on page 1 (whatever the title may be - Key Strengths, Professional Competencies etc.) should bring to the employer's immediate attention the **candidate's best selling features in relation to the position**.

To boost your chances of getting past the screening process, follow the first rule of marketing: **"Give'em what they want"**. Here, you can try to reflect back the very words they have used in their ad. Also, give specific examples of a how and where you have done the things, they are asking for.

Finally, this is not the time to be humble. **Include as many relevant points as possible**, without going overboard (save a few trump cards for the interview).

Professional, eye-catching presentation demands **no errors in spelling or grammar, well-organized layout, consistent use of fonts and styles, and lots of white space!**

So, when you have written a first attempt at your résumé, get someone else to look at it and tell you how to make it better. **What you have written may seem simple and obvious to you, but not to an employer!**

Remember that your résumé must be targeted and be able to be scanned.

Résumé Action Words

A

accelerated, acclimated, accompanied, accomplished, achieved, acquired, acted, activated, actuated, adapted, added, addressed, adhered, adjusted, administered, admitted, adopted, advanced, advertised, advised, advocated, aided, aired, affected, allocated, altered, amended, amplified, analyzed, answered, anticipated, appointed, appraised, approached, approved, arbitrated, arranged, ascertained, asked, assembled, assigned, assumed, assessed, assisted, attained, attracted, audited, augmented, authored, authorized, automated, awarded, avail

B

balanced, bargained, borrowed, bought, broadened, budgeted, built

C

calculated, canvassed, capitalized, captured, carried, out, cast, cataloged, centralized, challenged, chaired, changed, channeled, charted, checked, chose, circulated, clarified, classified, cleared, closed, co-authored, cold, called, collaborated, collected, combined, commissioned, committed, communicated, compared, compiled, complied, completed, composed, computed, conceived, conceptualized, concluded, condensed, conducted, conferred, consolidated, constructed, consulted, contracted, contrasted, contributed, contrived, controlled, converted, convinced, coordinated, corrected, corresponded, counseled, counted, created, critiqued, cultivated

D

debugged, decided, decentralized, decreased, deferred, defined, delegated, delivered, demonstrated, depreciated, described, designated, designed, determined, developed, devised, devoted, diagrammed, directed, disclosed, discounted, discovered, dispatched, displayed, dissembled, distinguished, distributed, diversified, divested, documented, doubled, drafted

E

earned, eased, edited, effected, elected, eliminated, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enhanced, enlarged, enriched, entered, entertained, established, estimated, evaluated, examined, exceeded, exchanged, executed, exempted, exercised, expanded, expedited, explained, exposed, extended, extracted, extrapolated

F

facilitated, familiarized, fashioned, fielded, figured, financed, fit, focused, forecasted, formalized, formed, formulated, fortified, found, founded, framed, fulfilled, functioned, furnished,

G

gained, gathered, gauged, gave, generated, governed, graded, granted, greeted, grouped, guided

H

handled, headed, hired, hosted

I

identified, illustrated, illuminated, implemented, improved, improvised, inaugurated, indoctrinated, increased, incurred, induced, influenced, informed, initiated, innovated, inquired, inspected, inspired, installed, instigated, instilled, instituted, instructed, insured, interfaced, interpreted, interviewed, introduced, invented, inventoried, invested, investigated, invited, involved, isolated, issued

J

joined, judged,

L

launched, lectured, led, lightened, liquidated, litigated, lobbied, localized, located

M

maintained, managed, mapped, marketed, maximized, measured, mediated, merchandised, merged, met, minimized, modeled, moderated, modernized, modified, monitored, motivated, moved, multiplied

N

named, narrated, negotiated, noticed, nurtured

O

observed, obtained, offered, offset, opened, operated, orchestrated, ordered, organized, oriented, originated, overhauled, oversaw

P

paid, participated, passed, patterned, penalized, perceived, performed, permitted, persuaded, phased, out, pinpointed, pioneered, placed, planned, polled, prepared, presented, preserved, presided, prevented, priced, printed, prioritized, probed, processed, procured, produced, profiled, programmed, projected, promoted, prompted, proposed, proved, provided, publicized, published, purchased, pursued

Q

quantified, quoted

R

raised, ranked, rated, reacted, read, received, recommended, reconciled, recorded, recovered, recruited, rectified, redesigned, reduced, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, renegotiated, reorganized, replaced, repaired, reported, represented, requested, researched, resolved, responded, restored, restructured, resulted, retained, retrieved, revamped, revealed, reversed, reviewed, revised, revitalized, rewarded, routed

S

safeguarded, salvaged, saved, scheduled, screened, secured, segmented, selected, sent, separated, served, serviced, settled, shaped, shortened, showed, shrank, signed, simplified, sold, solved, spearheaded, specified, speculated, spoke, spread, stabilized, staffed, staged, standardized, steered, stimulated, strategize, streamlined, strengthened, stressed, structured, studied, submitted, substantiated, substituted, suggested, summarized, superseded, supervised, supplied, supported, surpassed, surveyed, synchronized, synthesized, systematized

T

tabulated, tailored, targeted, taught, terminated, tested, testified, tightened, took, traced, traded, trained, transacted, transferred, transformed, translated, transported, traveled, treated, tripled

U

uncovered, undertook, unified, united, updated, upgraded, used, utilized

V

validated, valued, verified, viewed, visited

W

weighed, welcomed, widened, witnessed, won, worked, wrote

