Resume Preparation Guide

A good resume is an essential part of your job search

The purpose of a resume is to present you as a potential candidate with the necessary qualifications to meet the job specifications. It is your advertising or marketing tool designed to sell the employer on your strongest qualifications for a particular position or type of employment. It should be well written, error free and present your accomplishments favorably.

It is always to your benefit to have a job description for each position that you are seeking, so that you may tailor your resume to the job requirements.

The following guidelines will help you prepare a well-written, effective resume.

GUIDELINES

Your resume is a summary of your personal data, your educational background and training, your professional experience and qualifications. It is not a detailed work history or an autobiography.

YOUR RESUME SHOULD BE:

- **Brief:** Limit your resume to one page and list only those experiences and achievements relevant to the type of position.
- **Well organized:** Make sure your resume is easy to follow. Choose headings that best describe the content of the section. Rank information from most relevant to least relevant.
- **Easy to skim:** Write using fragments instead of sentences, and use bullets to highlight key points. Employers will review your resume in 15-20 seconds so it is vital that they are able to locate the most pertinent information quickly and easily.
- **Visually attractive:** Create a positive impression. Use consistent margins, generous spacing, and a crisp typeface that is easy to read (avoid script or decorative fonts). Use bold and italic fonts to help guide the readers' eye throughout the resume. If you are printing your resume, use a laser printer or high quality copier and white or light color high quality paper.
- **Correct:** Be 100 percent honest and positive. Never falsify or exaggerate information. Pay close attention to your grammar, spelling, and punctuation. Use the spell checker on your computer, proofread your final draft, and have a fresh set of eyes proofread.
- **Resume Format Comparison Chart:** Use the resume format chart on the next page to know which format will market you best.

RESUME FORMAT COMPARISON CHART

Format	Characteristic	Advantage	Disadvantage	Use	Don't Use If
Chronological	▪ Presents information in reverse order, most recent experience listed first ▪ Offers concise picture of you as a potential employee	▪ Easy to write ▪ Emphasizes steady employment record ▪ Format is familiar	▪ Calls attention to employment gaps ▪ Skills are difficult to spot unless they're listed in the most recent job	▪ To emphasize past career growth and development ▪ When continuing in the same career ▪ When the name of former employer may be significant to prospective employer	▪ There are gaps in your work history ▪ Calling attention to your age could be a problem ▪ You've changed jobs often ▪ You're entering job market for first time or after a long absence
Functional	▪ Focuses on specific strengths and skills important to employers	▪ Focus on skills, not history ▪ De-emphasizes a spotty work history	▪ No detailed work history ▪ Content may appear to lack depth ▪ May create suspicion you are hiding something	▪ When entering the job market or when re-entering after a long absence ▪ When work experience has been varied or unrelated ▪ When changing careers ▪ When primarily consulting or doing freelance work	▪ You want to emphasize growth or development ▪ Responsibilities and functions in recent jobs were limited
Combination	▪ All the flexibility and strength of the functional and chronological combined	▪ Shows off a strong employment record with upward mobility ▪ Showcases relevant skills and abilities and supportive employment record ▪ Emphasizes transferable skills	▪ Work history is often on the second page and employer may not read that far	▪ When shorter functional format would be too sketchy to offer a complete picture of abilities and work history	▪ Experience is limited ▪ There are wide gaps in work history

Format Variations

Format	Characteristic	Advantage	Disadvantage	Use	Don't Use If
Keyword	▪ Allows for focused resumes that target skills	▪ Skills are listed briefly and at the beginning of the resume ▪ Easy for employer to scan and find skills	▪ May be redundant information to include keywords at the top of your resume ▪ Still an unfamiliar format to many employers	▪ For all scannable systems of job screening ▪ For new graduates or those re-entering the work place or changing careers	▪ There is rarely a time you cannot use this variation. It can be used in combination with any or all of the other formats
Targeted	▪ Highly focused document aimed at a particular job ▪ A "capsule" of work experience	▪ Brief and direct ▪ Easy to read	▪ May focus too tightly on one particular job ▪ Content may appear sparse	▪ When job target is specific ▪ When you need separate resumes for different career paths	▪ You aren't prepared to put the effort into writing an excellent resume

QUICK RESUME TIPS

A resume is a marketing tool, that is likely to be evaluated in less than 20 seconds, therefore, you want to make sure your resume is concise, easy to read, and attractive. Follow these quick resume tips to create a competitive and effective resume that is sure to get you noticed.

- Select the right type of paper (Use 8 ½ by 11 inch, light in color, 24-28 pound bond paper).
- Limit the length of your resume to one page.
- Balance your resume on the page with all margins being at least ½ inch. One-inch margins are preferred.
- Tailor your resume to each job – one resume does not fit all jobs!
- Select the format that best highlights your skills and experience.
- Organize your information in order of importance from the employers' perspective.
- Include relevant information only.
- Resume language is short, concise, to-the-point, action-oriented, and results-oriented.
- Use present tense for your current position and past tense for past experiences.
- Use ACTION words — for a list of words visit our web page.
- Phrases are recommended over complete sentences.
- Avoid the use of the pronoun "I."
- Limit **bold**, underlined and *italic* type.
- No more than **two** *font* styles.
- Font size should not go below 10 point or above 14 point.
- Emphasize by CAPITALIZING and using bullets.
- Emphasize accomplishments.
- Create white space and visually pleasing formats.
- Design for easy skimming.
- Use specifications and numbers.
- Give examples to illustrate skills/traits.
- Proofread, proofread, and proofread!

CONTENT OF THE RESUME

Not all students will have the same content areas on their resumes. You will include, combine, or leave out sections, and choose heading names for them, based on your particular background.

CONTACT INFORMATION
- Give your full name, complete mailing address, phone number (with area code), and email address.
- Make sure you get messages consistently from any phone number listed on your resume and that your voicemail greeting is professional.
- Include an email address, but choose one that sounds professional. Addresses such as SweetBABE@yahoo.com or BullsRule@hotmail.com will not inspire employees to take you seriously. It is recommended to create a separate job search account and check it daily.

> **JOHN SMITH**
>
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OBJECTIVE
There is much controversy surrounding the use of a career objective statement. Some believe if it is too focused or narrowly defined, it may limit your opportunities. However Employment Services suggests you include one for the following reasons:
- Employers can readily identify the position you are seeking or where your skills could be utilized to their full potential.
- From a marketing standpoint, you appear to be more focused.
- Finally, many companies do not accept "unsolicited" resumes and want an objective that clearly states the position that you are seeking. This is to your advantage so that your resume is forwarded to the proper hiring manager.

> **OBJECTIVE**
>
> To obtain the internship position at Tinker as a drafter/designer.

EDUCATION
- List your most recent educational information first. (Reverse chronological order.)
- Only include high school information, if it has been three or less years since graduation.
- State your GPA if it is 3.0 or above.
- List your program, anticipated graduation date, name and location (city and state) of each institution.
- You may mention academic honors here, or in a separate section if they are numerous.

> **EDUCATION**
>
> Moore Norman Technology Center, Norman, OK
> **Computer Aided Drafting and Design** – GPA 3.7
>
> Norman High School, Norman, OK
> High School Graduate

EXPERIENCE
In addition to full-time and part-time jobs, include relevant experiences such as clinicals, internships, and community involvement. Be sure to include the position title and/or a brief statement of responsibilities and achievements, dates of employment, and name and location of employer. If you lack experience, focus on skills you have gained through other activities such as class projects or student organizations.

> **PROFESSIONAL EXPERIENCE**
>
> First American, Norman, OK
> **Drafting Intern**
> - Converted easement legal descriptions into Auto
> - Combined & correlated property information f

SKILLS

This section can be used to highlight skills most likely to be employed in the position you seek and important to your targeted employers. The inclusion of computer skills is increasingly important in today's job markets, as well as second language skills. A list of qualities and skills can be found on our website.

SKILLS

- Structural and mechanical architectural designer
- Trained in computer-aided drafting – both CAD
- Ability to read and interpret blue prints.
- Familiar with all equipment used in the drafting

ACTIVITIES/HONORS

- Include involvement in clubs and organizations, volunteerism, athletics, or professional associations.
- List your position with the organization, and the dates during which you were involved.

HONORS & ACTIVITIES

- President, SkillsUSA
- National Honor Society
- Graduated in the top 10% of my class

ADDITIONAL SECTIONS

There are many possible section headings based on the experiences and skills you would like to highlight. Here are just a few possibilities.

You can find more examples of section headings at the online Career Connection Resource center under Resume Section Headings and Titles.

- Awards
- Extracurricular activities
- Certifications/licenses
- Coursework
- Accomplishments
- Projects

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OBJECTIVE   To obtain the internship position at Tinker as a drafter/designer.

SKILLS

- Structural and mechanical architectural designer.
- Trained in computer-aided drafting – both CAD and Auto CAD.
- Ability to read and interpret blue prints.
- Familiar with all equipment used in the drafting profession.
- Ability to meet and get along well with others.

EDUCATION

Moore Norman Technology Center, Norman, OK   May 2014
Computer Aided Drafting and Design – GPA 3.7

Oklahoma City Community College, Oklahoma City, OK   May 2014
Concurrent enrollment – **32 hours towards Associate in Applied Science**

Norman High School, Norman, OK   May 2013
High School Graduate

PROFESSIONAL EXPERIENCE

First American, Norman, OK   180 Hours
Drafting Intern
- Converted easement legal descriptions into AutoCAD drawings.
- Combined & correlated property information from title commitment, with current aerial photo to create the final express map.
- Interpreted and drafted schedule A and schedule B legal descriptions contained in provided title commitment.

HONORS & ACTIVITIES

- President, SkillsUSA   2013-2014
- National Honor Society   2013-2014
- Graduated in the top 10% of my class   2012-2013

WORK HISTORY

Wright's IGA, Norman, OK   July 2012 – Present
Cashier
- Provide excellent customer service, handle cash transactions and supervise carry-out personnel.
- Cross trained to work as sacker, stocker, carry out, or cashier.
- Promoted from sacker to cashier within 1st 3 months of employment.

REFERENCES

- Do not include "References available upon request" on your resume.
- References should appear on a separate sheet from the actual resume. Use the same name and contact information that you prepared for the resume and then simply use the section heading references.
- Choose your references with care. Look for people who honestly know you, and will speak objectively.
- Before creating your reference list, contact your reference, request permission to use them as a reference, and provide them pertinent information about the position you are seeking.
- List three to five references, preferably from different sources. Generally speaking, four types of references can be called upon for recommendations:
  1. **Work Related:** Includes past employers, coworkers, subordinates or clients who can speak about your specific employment experience. You can also list the people for whom you perform volunteer activities, babysitting, lawn mowing, and other odd jobs.
  2. **Professional:** People who know you on a professional basis such as contacts from clubs, or professional and community organizations.
  3. **Academic:** Instructors and school counselors who can speak about your academic endeavors (appropriate for current students or recent graduates).
  4. **Personal:** Only use a personal reference if you have no work-related, professional or academic ones to offer. Friends and neighbors who know you personally and who can describe your self-management skills are effective. Use the names of people who can tell an employer you can be depended on to do a good job.

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- Take references with you to the initial interview unless references are specifically requested at the time of your application.
- Well-prepared references can make the difference between getting an offer or a letter of rejection.
- Send your references a thank you note when you know they have given you a recommendation.
- Include the following information:
  - Name
  - Title
  - Company Name
  - Address
  - City, State, ZIP Code
  - Phone
  - Email
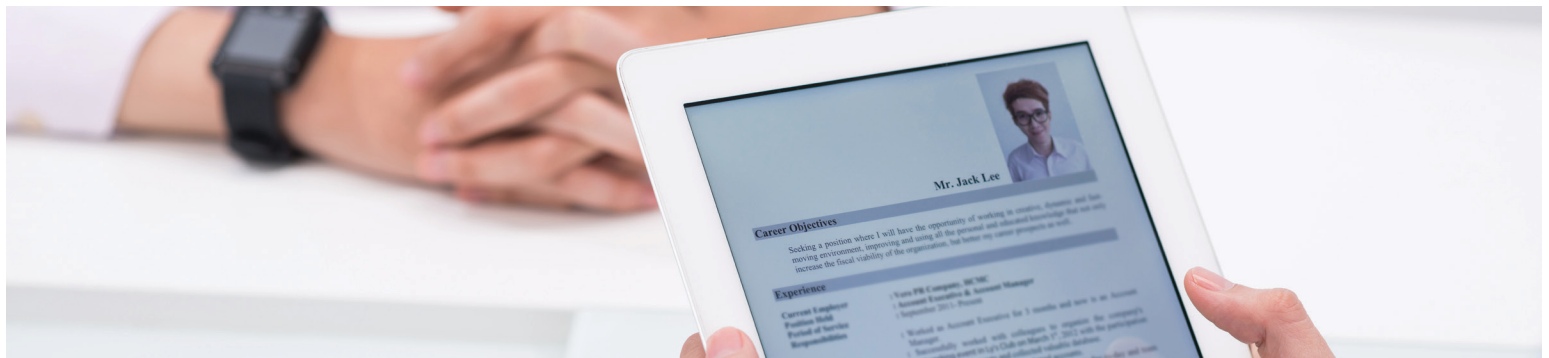
ELECTRONIC RESUMES

Submitting a resume online or via email is now commonplace, and for an increasing number of employers, the only way they will accept one. In today's world, you need to have both hard copy and electronic versions of your resume. Therefore it is very important to send your resume as a Word version (.doc) and as a plain text (.txt) version.

Create your resume in Microsoft Word and send it as a .doc file. **Note:** Office 2007's default setting for saving documents is Microsoft's new format (.docx) and earlier versions of Word cannot handle this new file format.

To override this and to make sure that everyone can open your resume, simply choose 'save as' and then select .doc from the drop down menu of options.

To create a text-only version of your resume, simply select 'plain text — .txt' from the 'save as' menu in Microsoft Word.

Always create a plain text version of your resume and send it along with the Word version when applying by email. This will ensure that any system employed by the company including Applicant Tracking Systems (ATS) can store and search your resume.

Sending your resume in .doc and .txt formats will immediately improve your response rate by ensuring that every recipient can open, read, and store your resume. Ninety-nine percent of the people who will look at your resume online view it either as a Word document or a text file.

Sources: blueskyresumes.com, cornonthejob.com

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COMPUTER AIDED DRAFTING & DESIGN

REFERENCES

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