

Resume Myths and Secrets Exposed

AGU Conference 2009
Resume Writing Workshop

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Purpose of a Resume

Myth: "The Purpose of a resume is to get a job"

Fact: The purpose of a resume is to get an interview!

Resume = Job Description

Resume Format

Myth: "Resume must be one page in length"

Fact: A Resume can be 2-3 pages in length and should contain all relevant experience related to the job you are applying for!

Topics to Be Discussed:

The 20 second rule

Fonts

Bullets

Contact Information

Objective vs. Summary of Qualifications

Education

Experience: No "Starbucks", please!

Action Words

References - Upon Request

No Pictures, Websites, Facebook, Twitter

Cover Letters

Myth: "One size fits all"

Fact: Customize your cover letter for each job!

Resume Submittal

Electronic, Snail Mail or Walk-In

Word vs. PDF

For detailed information on the Resume Facts presented today please visit the IMSG Career Center Website at www.imsmsg.com or the AGU Careers and Education Center Website at www.agu.org/education/