

# *Resume Writing Workshop*

## *Resume Myths and Secrets Exposed*

### ***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!*

*The purpose of a resume is to attract the attention of the employer and impress them so much that they want to have either a face-to-face or telephone interview with you so that they can learn more about your qualifications for the job.*

### *Resume = Job Description*

*Employers will tend to interview candidates whose resume reads just like the job description.*

### ***Resume Format***

**Myth: "Resume must be one page in length"**

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

*The worst thing you can do is omit information from your resume to shorten the length. The employer will assume you do not have the experience and you could be disqualified for the position you are applying for.*

### *The 20 second rule*

*Employers will usually take, at most, only twenty seconds to look at this one-page representation of yourself before deciding whether to keep or discard it.*

*To ensure that you will make it past that initial screening, you should design your resume in such a way that employers can read the document easily and process information quickly.*

### *Fonts*

*The biggest mistake you can make on your resume is to make it hard to read. Using many graphics, very small fonts, and fancy creative borders can lead to a resume that is challenging to deal with.*

*It's best not to use more than 2 fonts in a resume.*

*An example would be to use a 12pt Serif Fonts such as "Georgia" and "Garamond" for the section headings and 11 pt Sans Serif Fonts such as "Verdana" and "Tahoma" for the rest of the resume.*

*Anything smaller than an 11pt font will make the resume difficult to read.*

*It is very important to bold all resume headings, employers, titles and dates for quick scanning.*

### *Bullets*

*Using Bullets is easier to read than a paragraph and can assist the recruiter in scanning the resume quickly to find information they need.*

### *Contact Information*

*It is important to include both your email address and a telephone number so that the employer has an alternate way of reaching you.*

### **Objective vs. Summary of Qualifications**

*A Summary of Qualifications is more effective as you can create some bullet points to highlight your achievements and qualifications for the specific job you are applying for. It is a great way to sell what YOU can do for the employer!*

### **Education**

*If you have solid work experience then list the education last.*

*If your education is stronger than your job experience or you are entry level then list it first.*

*It is best to list your most recent degree first, the title of the Degree, then the school, and then the date you received the degree.*

*If you have completed a Master's or Ph.D dissertation then list the title on the next line following the degree.*

### **Action Words**

*Use of action words to begin each sentence is an effective tool that provides impact to your resume. Choose words that will describe a contribution you made to your previous employer such as accomplished, improved, and implemented.*

### **Experience**

*It is best to put the experience you had with each job under the section that corresponds to that job so that the hiring employer can quickly tell WHEN, Where and What you did.*

*Also, leave Starbucks, restaurant or retail related positions off the resume unless they are applicable to the job you are seeking. Employers are usually not interested in looking at this experience.*

### **References**

*If references are not requested per the job description then don't submit them. Usually the contact information for references is requested after an interview and if there is an interest from the employer.*

### **Pictures, Websites, Facebook, Twitter**

*It is best to refrain from putting links to these various sites on your resume as personal social experiences could reflect a certain image that could be perceived in a certain way by a potential employer.*

*As a general rule, be very careful of the information you put on these sites.*

## **Cover Letters**

**Myth: "One size fits all"**

**Fact: Customize your cover letter for each job!**

*Customizing your cover letter to match the job description will greatly increase your response rate.*

*Your cover letter should reveal exactly how your skills and experience directly relate to that position's needs. These requirements might include years of experience, areas of expertise and technical knowledge.*

*You should individually address each of these items in your cover letter, citing examples of how you meet each qualification.*

*Use your cover letter to explain what YOU can do for the company rather than what the company can do for you!*

## ***Resume Submittal***

### ***Electronic, Snail Mail or Walk-In***

*Electronic submittal of your resume is best.*

*Snail Mail is virtually obsolete and can be viewed as a red flag by employers.*

*It's probably not a good idea to walk in to a potential employer's office unless you've been invited for an interview. This could be perceived as desperation or stalking!*

### ***Word vs. Pdf***

*The preferred software for electronic submittal of your resume and cover letter is MS Word. Pdf documents are sometimes difficult to open and time consuming to manage especially if revisions need to be made.*

*Remember to check your spelling!!*