



# BASICS OF RESUME WRITING

# WHAT IS A RESUME?

- Written Reminder
- Marketing Tool



# RESUME BASICS

- Factual, results-oriented, accurate, and honest
- Focus on accomplishments & skills
- Target a specific field
- WHAT IS YOUR GOAL?



# COMPONENTS OF A GOOD RESUME

- Letterhead & Paper
- Objective
- Summary of Qualifications
- Skills (functional only)
- Education
- Professional Experience
- Honors/ Awards
- Additional Training/ Certifications



# RESUME FORMAT STYLES

- Chronological
- Functional





# CHRONOLOGICAL RESUME

## Definition:

- Most traditional
- Organized by dates of employment
- Begin with most recent position
- Emphasis on titles & companies
- Illustrates a progressive career path

## Use:

- Clear job target
- Next job is in direct line or logical progression w/ past experience
- Title and company are impressive

# FUNCTIONAL RESUME

## Definition:

- Focus on “what you did”
- Emphasis on academic and volunteer experience, skills and accomplishments

## Use:

- Downplay work gaps
- Held job where title doesn't reflect work
- Changing careers
- Not a lot of work experience



# COVER LETTER

- Introduction Letter
- Business Letter
- Sales Letter



# COVER LETTER COMPONENTS

- Brief and simple
- Not to exceed 1 page
- Match resume paper
- Address to a specific individual
- State the position
- Explain why you are perfect for the position
- Provide all contact information



# COMMON RESUME MISTAKES

- Spelling errors & typos
- Not mentioning computer skills
- Using current company fax, phone, & email
- Being too general
- Cutesy formats & fonts
- No voicemail

