

Hot Resume Tips

The Dual Career Network surveyed local employers to find out what they want to see on a resume. The information provided here represents a compilation of their responses. Some additional hints are: don't write long, narrative descriptions of your jobs; include quantitative statements (if there are any) in your bullet points; include your email address; and don't use "empty" self-descriptive phrases, such as "hard working," "conscientious," "innovative thinker," "loyal," etc.

Name

Address

Phone Number

(Do not include business phone number)

Home email address

1. Career Summary: (This should be a two- or three-line statement relating your strongest career points. Include your highest degree earned, your number of year's experience in a particular field, and any points you feel will add value to an organization.)

(Example)

MBA with 10 years experience in the areas of finance, payroll, statistical and financial analysis. Additional experience in personnel administration.

2. Professional History: (State the dates, title of your job, company, city, state. Try to get all this information on one line if possible.)

(Example)

11-05 to present Financial Analyst, RONCO Industries, Ames, IA

(Bullet statements: These are statements of the tasks you performed and your accomplishments (your “value add.”). Start each statement with an action word such as: Managed, Created, Operated, Oversaw, etc.)

(Example)

Manage and accurately report balance sheet position, P&L performance and source and use of funds. Developed strong internal control, audit and accountability procedures which resulted in a 10% decrease in errors. Held vendor delinquency to 2.5% (1.5% below industry average) for approximate annual savings of \$500,000. Designed new cost accounting system which resulted in a 25% savings in labor costs in the first year of its implementation.

(If there are quantitative outcomes from your work, use them. However, some jobs don’t lend themselves well to measurable outcomes. Don’t invent outcomes if you can’t measure them.)

(Include your name and page number in a smaller font somewhere on the second page.)

3. Education and Achievements: (List dates, degrees, and where those degrees were earned. If there are any notable scholastic achievements from recent years, list them after your education.)

(Example)

2005, MBA, University of Anywhere, Any Town, IA

Received graduate assistant grant based on scholastic achievement

2001, BA, Business, City College, Anywhere, IA

4. Additional Skills and Knowledge: (Always include your computer skills if you have them, plus any foreign languages in which you are fluent.)

(Example)

Computer experience in Microsoft Office (Word, Excel, PowerPoint, Access)

Can read and speak in German and French.

5. Professional Affiliations/Community Service Involvement: (List professional organizations to which you belong and your community service activities; e.g. Salvation Army Board of Directors, United Way Allocations Panel, etc.)

6. References (You may delete the statement "References provided upon request." You should have your references on a separate sheet with the same heading as your resume heading. Do not send your references unless asked for. If someone is interested in you as a candidate, they will need to contact you and ask for your references, which gives you an opportunity to alert your reference people that they may be getting a call. Do not list someone as a reference unless you have asked them first.)

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Some Differences Between Resumes and C.V.'s

By Hal Flantzer

Writing a curriculum vitae is an entirely different process than writing a resume. C.V.'s are longer, more detailed documents most commonly used within the health care, medical, dental and academic communities. Unlike a resume where the goal is to market the highlights of an individual's career, a C.V. is a document with comprehensive information about professional experience, education and credentials, licenses and certifications, public speaking, teaching experience, internships and residencies, publications, professional affiliations, and more.

Topic/Area
Resumes
C.V.'s

Accomplishments

State accomplishments and transferable skills that pertain to your job target.

Avoid stating accomplishments-use credentials, and selectively use headings which will showcase the attractive features of your work. C.V.'s are based more on credentials than performance.

Education

Usually used as an adjunct to a work history and, except for recent graduates, is placed at the end. Date of degrees may or may not be stated.

An essential feature of the C.V.: degrees and credentials must be described and dates of degrees should always be stated.

Chronology

Important! Experience should always be in reverse chronological order with all time covered. One chronology per resume is almost always the rule. Experience should be in reverse chronological order, but there may be chronologies for various headings; therefore, time coverage is not quite as important as on a resume.

Appearance and Length

Important! The first page must grab the reader's attention and the most important information should be able to be found and read in ten seconds flat! Hardly ever longer than two pages.

Important! The first page must grab the reader's attention, but it should also entice him/her to spend time to read it through. Depending upon experience, it can be much longer than two pages.

How Useful for Career Changers

Quite useful: A resume allows for the flexibility to adapt your skills to new career tracks using a functional or a reverse chronological format.

Not very useful: While headings can be arranged to somewhat direct the information to a different career track, a C.V. is predicated upon formal education which is applicable to your job target.

Summary Statement

A summary statement is often used, informing the employer of what your target is and what you have to offer in terms of skills that are attractive to the employer, as well as accomplishments.

A summary statement is never used. Education is always listed just below the name and address. Occasionally, a job objective is used, but only if the goal is different than an employer would expect.

Headings

A more or less standard set of ordered headings, with several optional headings available.

A standard set of headings, with some variance in the order, and with more optional ones available to allow for a more individualized and tailored document.

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Resume/C.V. Do's and Don'ts

- 1. NEVER, EVER, EVER have any spelling errors in your resume or curriculum vitae. In most cases, errors mean instant disqualification from consideration. Have a knowledgeable friend or professional proofread your document for spelling and grammar errors. Do not rely entirely on Spell Check because of words such as "their" and "there."***
- 2. Whether you have a resume or curriculum vitae, be sure to include your home address, phone number and email information. Do not include your work phone number or email, as well as other personal information such as a social security number, your marital status, etc.***
- 3. A "Career Objective" should only be used if you are an inexperienced worker. A "Career Objective" basically asks for an opportunity to prove yourself. Inexperienced workers are selling promise, not experience. If you are an experienced candidate, a "Career Summary" or "Introduction" is a better way to capture your readers' interest. Summarize how you think you can "add value" to the organization. Don't sell promise; sell valuable experience and outcomes.***

- 4. It is acceptable to have a two-page business resume, especially if you have considerable experience. Generally, a business resume should not be longer than two pages.**
- 5. Curriculum vitas follow many of the same formatting rules as resumes. A longer length is acceptable to allow for additional information regarding publications, presentations, etc.**
- 6. If you need to send a hard copy of your resume or curriculum vitae, use a good quality, white, tan, or gray 8½" x 11" paper.**
- 7. Always include your computer skills; both the environment(s) you are accustomed to working in and the software you are able to use.**
- 8. Do not make references part of your resume or curriculum vitae. Unless a department/company is serious about hiring you, they do not need to know this information. Reference information should be formatted on a separate sheet of paper with a heading similar to the heading of your resume or curriculum vitae. Three or four references are the usual number you will need, and be sure to list their complete contact information.**
- 9. Do not write your business resume or curriculum vitae in narrative style. Most hiring authorities view this as being too complicated to read. They want bullet statements, large margins on the left and right and lots of white space where they can jot notes. They not only want to see what tasks you performed, but your accomplishments as well. What were the measurable outcomes from your work? Also, stay away from self-descriptive phrases such as "excellent interpersonal communications", "self-starter", "sense of humor", etc.**
- 10. Do not use strange formats for your resume or curriculum vitae. Content is the key, not design.**