



Notes, My Resume Is Me

Resume Writing Workshop

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My Resume? Philosophy, Guidelines, Suggestions

1. My resume is me. I adapt it to present me to others (employers, friends, colleagues).
2. My resume contains information that I want others to know. (See “Contents of My Resume—What to Include and Exclude.”)
3. I organize my resume with the most important information put first. This includes:
 - a. Sections of the resume
 - b. Information in each job description
4. I keep my resume as short as possible.
5. A living document. I change my resume as I need—based on different job opportunities, different situations, and when I see improvements that can be made.
6. The purpose of my resume is to get an *interview*, not a job.
7. My resume is a source of pride. It inspires confidence. It shows who I am and what I have done.

Contents of My Resume—What to Include and Exclude

Include	Do Not Include
<ul style="list-style-type: none"> • Contact information—name, telephone numbers, complete address, email address • Description or summary of relevant work history • Volunteer experience (<i>minimal</i>) if it’s relevant 	<p>Avoid personal information such as:</p> <ul style="list-style-type: none"> • Driver’s license number • Hobbies • Marital status • Family members • Age • Birth date • Pets • References names and contact information • Social Security Number • Falsehoods

Consider Parts of My Resume

Basic Decisions

- What sections will my resume include?
- What will be the sequence of my resume's parts?

Common Sections

- Contact information—**most important**
- **Summary** or **Objective** or **Qualifications Brief**. *Optional*. Dana L. Leavy: "I prefer a Summary to an Objective because it speaks more directly to what you bring to the table, rather than what you want to get out of a job for yourself." Ms. Leavy is a career coach. For more information: <http://aspyresolutions.com>
- **Experience**—**most important**
- **Education**
- **Professional Activities, Honors, Volunteer Activities**

When I Write My Resume, I ...

NOT IN SEQUENCE

1. Put the most important information first.
2. Briefly describe my jobs, *just enough*.
3. [For individual applications] Use the employer's job description (when available) as the basis for my wording.
4. Use action verbs as much as possible **without excessive inflation**. See the *List of Action Verbs for Resumes & Professional Profiles* handout.
5. Tell a positive story about what the job was and what you did.
6. Incorporate positive accomplishments and reflect a positive work ethic.

Writing My Resume

- Go backward in Time ... That is, reverse chronological order.
- Have someone proofread it for you or read it out loud to yourself.

Formatting My Resume

- Use a font that is attractive and readable. A quick font buffet (All samples are 11 pt.):
 - Century Gothic (okay for headings) 1 2 3 4 5 L I
 - Bookman Old Style 1 2 3 4 5 L I
 - Book Antiqua 1 2 3 4 5 L I
 - Cambria (headings in this handout) 1 2 3 4 5 L I
 - Calibri (used in this handout) 1 2 3 4 5 L I
 - Verdana 1 2 3 4 5 L I
 - Tahoma 1 2 3 4 5 L I
 - Arial 1 2 3 4 5 L I

- Don't overemphasize. Don't use too much **bold**, for example.
- Margins: Okay to be less than one inch.

Forms of My Resume

Formal Handout

Suitable for copying. Send this form as an attachment to an email, or mail it with a cover letter.
Sample:

Experience

Administrative Assistant, CBA_1 Corporation, Sometown, NC. Plan meetings, organize correspondence, and audience analysis. Prepare needs analysis and design instructional and evaluation materials for a variety of media. (11/12 – 6/15)

- Use good-quality white paper.
- Use no more than two fonts.
- Short on space? First: Edit yourself first or have someone review it. Then, if necessary: You can reduce the font size, space between paragraphs, or margins. **Be careful.**

Text Version

I can use this version (the same information as the *formal handout*) to copy into **online** job application web pages. Sample:

EXPERIENCE

Administrative Assistant, CBA_1 Corporation, Sometown, NC. Plan meetings, organize correspondence, and audience analysis. Prepare needs analysis and design instructional and evaluation materials for a variety of media. (11/12 – 6/15)

Sharing and Managing My Resume

- Do your writing in Microsoft Word or other word processing software. Do not send out. The resume's format on their computer can be different (ugly!) from what you see on your computer.
NOTE: Microsoft includes WordPad, an acceptable word processor, with its Windows operating system. To find it: **Start** → **All Programs** → **Accessories** → **WordPad**. To save the program to the desktop, right-click **WordPad** and select **Send to Desktop**.
- Send a PDF of your resume—not a Word file—when you submit your resume electronically.

Files for Handouts

The files are available at <http://dorcascary.org/services/job-training-center/>