

RESUME: What is Included, What is Not?

How to organize it...

- Your name, address, and other important Contact Information should be placed at the top of your resume. Make your name stand out. This information is very important, because the employer has no other way to contact you except for the information that you provide.
- You should also include a Job Objective (a job objective basically explains to the employer the job you are applying to receive, and any related business goals you have).
- Typically, the next area will be for Work Experience. Lead off this section with the most important, or most relevant, credentials. If, for example, your education is the most impressive credential (perhaps because you are recently graduated) then begin this next section with information about your schooling. When relating work experience, include your titles or positions held, years worked, and skills or important statistics acquired during each position (i.e.: Increased sales by 25%, Coordinated regional training meetings involving over 500 co-workers).
- Next, list your Education. Begin by listing the location of your most recent schooling. Include degrees earned, dates conferred, and major and minor information that illustrate your ability within the chosen field of work. Some suggest that it is also impressive to mention *how* you paid for school (scholarships).
- If applicable, list any Military Service.
- Finally, list any additional Personal Information that create the sense that you are indeed capable of fitting into the desired business (i.e.: special training programs, awards, foreign language skills, extended traveling, and any other important information that will positively distinguish you from the other candidates).

Important points to remember...

- Keep your writing simple. Use words and (professional) phrases that you would typically use. Don't try to "buy" the employer with words and phrases that you think he or she wishes to hear, because the employer will be shocked to see someone different that who he or she generally had in mind. Be yourself!
- It is a great idea to tailor your resume to the job for which you are applying. Including only the information relevant to your current job inquiry is better than simply using a very general resume.
- Use impressive action verbs to start your sentences: *Created, Designed, Facilitated, Caused*. Avoid using the first person (I, me).
- Check to make sure your grammar and spelling are correct.
- Print your resume (do not make a photo copy) on "nice" paper (a heavier weight).

What NOT to include in a resume...

- Salary demands or expectations, or comments about benefits.
- Preferences for work schedules, days off, or overtime.
- Travel restrictions.
- Your photograph (unless you are applying for a modeling or acting job).
- Comments about your family, spouse, or children.
- Height, weight, eye or hair color.