



Getting in the door.

Your résumé is a summary of your work experience and why you're the best for the job. While it highlights your skills, experience, and achievements, it should be written with the employer's needs in mind. Résumés are often only skimmed over, so you have to convince the recipient in 15-30 seconds that you have the right qualifications to merit an interview.

An effective résumé is always kept up to date, which makes it one of the most significant tools you'll need in your career hunt.

Format options.

There are three basic résumé designs to choose from:

- 1) Chronological: This is the most common format. Usually, those with steady work history in the field in which they're applying choose this layout. It shows constant growth by starting with the most recent jobs and working backwards.
- 2) Functional: This format is suitable for those with a less ongoing work history or those entering a new field. It displays skills and responsibilities, rather than dates and names.
- 3) Combination: This combines your skills and responsibilities with a brief work history. It can emphasize your stronger traits, especially if your skills and experience aren't evenly matched.

Presentation pointers.

Your résumé should be organized, neat, and easy to read. Keep it to one page. Start at the top with your name, telephone number(s), and e-mail address. Leave space or use a separating rule between your contact info and everything else. Use common fonts, such as Helvetica, Times, or Arial, and only use size 10 or 12. Use bold, italics, underlines, all caps, and indents to make it visually interesting – but don't overdo it.

Key steps.

Here are the basics for writing your résumé.

- Organize your résumé into sections, including: Objective, Education, Skills, Experience, Honors/Awards/Achievements (if relevant).
- No personal info such as age, race, marital status, or salary desired – it's illegal for companies to request this information prior to hiring you. Provide references only upon request.
- Use reverse chronological order – listing most recent experience/education first.
- Begin sections with action verbs, not pronouns: "Edited campus newspaper," not "I edited the campus newspaper."
- Brief is better and easier for employer's to scan.
- PROOFREAD – no typos and no lying.

Résumés: The Basics

How to start building your first résumé.

Simply put:

Your résumé is a marketing tool used to endorse you as the best candidate for the job:

- Promote your strengths.
- Focus on your audience's needs.
- Concentrate on what you can offer.
- Use action verbs and leave out pronouns.
- Use bullets (dashes, if an e-résumé) to highlight accomplishments.
- Include only relevant info.
- PROOFREAD for typos, grammar, consistency, and spelling.

Use black ink on 8.5 x 11" white or ivory quality stationary that matches your cover letter. When e-mailing, send PDFs. Before mailing or uploading, always have someone else look over your résumé. It must be perfect – you don't want to decrease your chances by making careless spelling or grammar mistakes.

Keep the audience in mind.

Your résumé is not, in fact, all about you. The employer ultimately wants to know how you and your abilities will meet the organization's needs.

Visit RAMTrack to explore our school's job search database and MORE!
<https://www.myinterfase.com/framingham/student/>