

Resumes and Cover Letters: How to Make a Great Impression

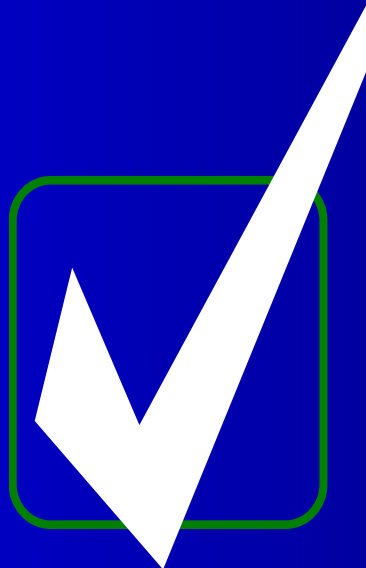


by

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What is a Resume?

- Details your accomplishments
- Used for jobs, scholarships, admissions
- The first impression you make – make it error free!





NUTS AND BOLTS OF YOUR RESUME

There is no one right way to do a resume. Your resume will contain certain basic information, but you are not limited to one specific format.

Your resume sells **YOU**, so be **YOU** in your resume!!

Common Components

- Heading
- Objective
- Education
- Experience
- Activities



Heading

- Fullname
- Address
- Telephone numbers (where you can be reached)
- E-mail address (professional only)
- DON'T INCLUDE: weight, height, sex, age, race, disability, or marital status
- Centered or left-aligned on the page

Objective

- Position applying for
- Indicate position or job you want
- Example: Seeking a position as a Nondestructive Testing Technician in a progressive company
- Centered or left-aligned

Education

- Name of school, city, state
- Degree and major, date of graduation (month and year) OR expected date of graduation
- Minor and/or area of concentration
- Include any degrees, certificates, or licenses earned
- Relevant coursework?



Experience

- Include most recent job first
- 10 year rule-of-thumb
- Job title, place of employment, city and state, and dates of employment
- Full or part-time jobs, internships, or volunteer experiences
- List your accomplishments
- Use action verbs

Action Verbs

- Used to highlight your work experience
- Example
 - Managed employees
 - Trained staff
 - Wrote policy and procedure manuals
- Current job = use present tense action verbs
- Previous job = use past tense action verbs

Examples of Action Verbs

✓ **People:** Administered, conducted, motivated, promoted, directed, coordinated, supervised, advised, explained, managed, taught, activated, programmed, organized, stimulated, accomplished, adapted, arranged, assembled, assisted, collaborated

✓ **Things:** Used, built, constructed, specified, changed, improved, prepared, calculated, completed, created, programmed, revised, evaluated, examined, expanded, facilitated, familiarized, formulated

✓ **Ideas:** Established, wrote, proposed, coordinated, illustrated, modified, analyzed, adapted, investigated, explained, defined, devised

Activities

- Include campus activities and offices held
- Volunteer and community experience
- Unusual and interesting activities
- Organized sports and academic teams
- Memberships in professional organizations



Skills/Summary of Qualifications

- Skills you possess
- Use bullets to identify
- Highlight specific skills learned on the job
- Transferable skills (such as leadership, organization skills, teamwork)
- Personal accomplishments
- Computer skills
- Other job related skills

Honors and Awards



- ✓ Educational Honors
- ✓ Employment Awards
- ✓ Community recognition

Additional Training/ Certification

- Optional
- Any special certifications and the state they are in
- Applicable training



Resume Misc.

- **Save everything you have done - awards you have won and certificates received - you will need it to create your resume**
- **Find out how the employer wants to receive resume - do they scan them? Call in advance.**
- **Tell the truth! People can and will find out if you have not.**
- **Proofread carefully! Also ask someone else to proofread**

References

- People that can attest to work habits
- Don't list references on your resume
- ***Don't include Mom and Dad***
- Best friends will say good things about you, but may not know your work habits
- **CONTACT YOUR REFERENCES** prior to putting on your resume. They don't need any surprise calls!

Which Format?

- **Functional** - highlights your skills, followed by work history, followed by education
- **Chronological** - highlights work history/
bullet your duties
- **Mixed or combined** - highlights both skills and work history
- It's your choice!
- Pick the one that's best for you!

Scannable vs Traditional Resumes

- **Scannable resumes** – resumes that are plain and can be read by optical scanning devices
 - Many employers request this type of resume
 - Be sure to always check and see which format to send your resume in as
 - For more information check:
http://www.eresumes.com/tut_scanresume.html
- **Traditional resumes** – the “pretty” resumes with bullets, lines, tabs, printed on nice paper, etc.

Looks are everything!



- Typing is neat and clean (use a good printer)
- Spelling, grammar, and punctuation correct
- Clear style, easy to read
- Font - use basic, easy to read fonts (CG Times, Times New Roman, Ariel)
- Keep sentences brief!
- Use 8 1/2" X 11" paper
- One page (references on a separate page)
- Paper - use a nice heavy bond resume paper when sending in paper resumes. Light gray, white, or ivory are all good choices.
- Stay away from "flashy" paper

The Cover Letter

- **What is it?** Letter you send with your resume to introduce you to the employer and generate employer interest in interviewing you.
- Your marketing tool
- Written from the perspective of the employer's needs
- Illustrates your unique qualifications and why you should get hired

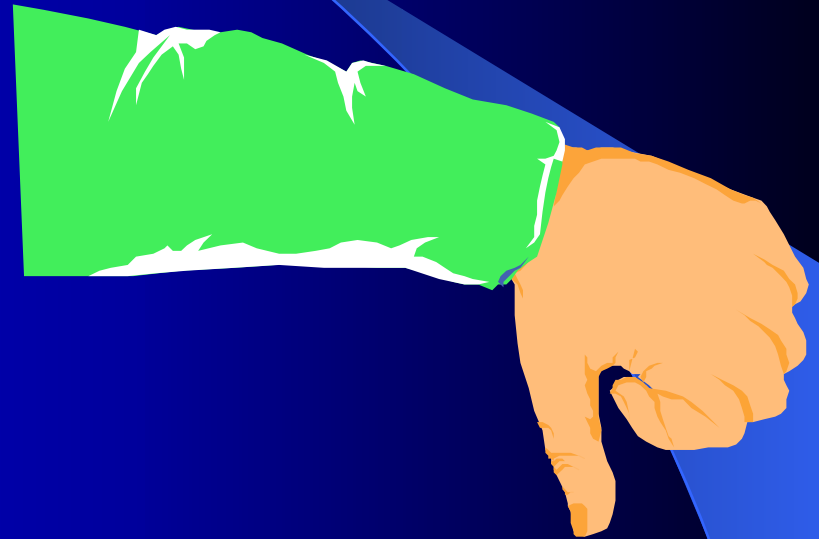
Framework of a Cover Letter

- **Introductory paragraph**
 - State purpose for initiating the letter
 - States exact position to which the letter relates
- **Value selling paragraph**
 - Recognized employer needs
 - Matches your strengths and abilities to employer's needs/tell employer what you have done
- **Background summary paragraph**
 - Summarizes your relevant experience and education
- **Statement that ensures follow-up action**
- **Statement of appreciation**



Common Cover Letter Mistakes

- Bad appearance
- Incorrect punctuation/
misspelled words
- Lack of focus
- Self or employer-
focused
- BORING
- Aggressive or pushy



**Good Luck
With Your Job Search!**