

# How to Write a Powerful Résumé



# Where to Begin

## ■ Margins and Spacing

- Margins – 1" for Entire Document
- Use Bullet Format
- Single Space Your Résumé
- Keep it Simple

## ■ Heading

- Address, City, State, Zip Code, Phone Number, Email Address
- Cell Phone Numbers – no ring back tones!
- Email Address – professional business email  
[Susansmith123@yahoo.com](mailto:Susansmith123@yahoo.com)
- DO NOT include info. about Facebook or MySpace on your résumé & be sure to set to PRIVATE. No provocative profile pictures!

## ■ Objective

- Reflects the position you are interested in and direction in which you are heading
- Example - To obtain a challenging and rewarding position as a Medical Assistant where I can utilize my knowledge, skills and abilities

# Skills



## What Are Your Skills?

- List Skills
- Transferrable Skills
- Computer Skills
- Other Skills related to specific job



# The Nuts and Bolts Of A Résumé

## ■ Education

- Include program description
- Include any apprentice training, on the job training and military training (Start with your most recent school or program)
- Include any certifications or licensures
- High School is obsolete once you are in college



## ■ Work Experience

- Start with your most recent employer with accurate dates of employment
- Your externship information is listed as work experience
- List your job title and the name of the company, and the city-state location
- Directly under that, list your job duties and responsibilities in bullet format

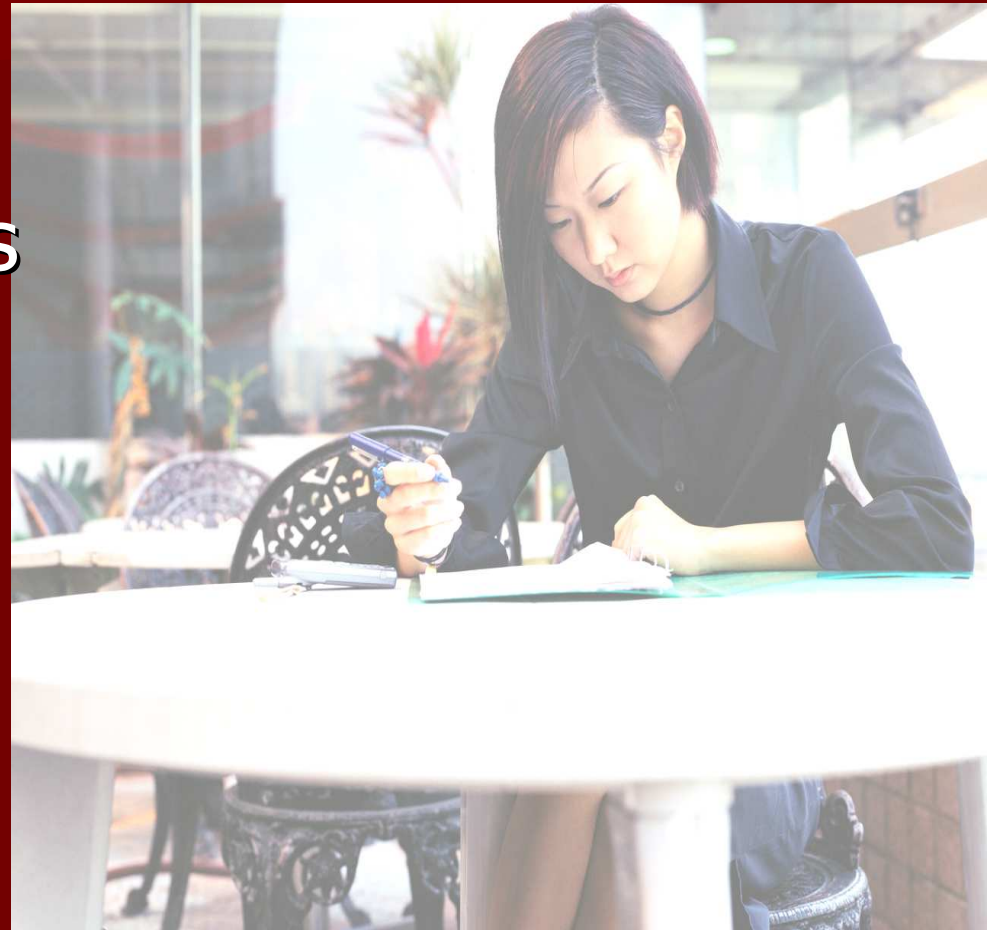
# Keep Your Résumé Simple

## Résumé Etiquette

- Acceptable Fonts: Arial, Verdana, Times New Roman, and Helvetica
- Font Size: 10 to 12 point font
- Limit your résumé to one page
- Include employment history from the past ten years
- ALWAYS use spell check - Grammar, misspellings, and typo's are the quickest way to eliminate a candidate for a position.
- Use résumé paper and quality printing

# Creating A Résumé Draft Copy

- A draft copy is the final phase of résumé preparation before it is printed.
- Review your draft copy before you print your final résumé.



# Cover Letters

- Cover letters are sent out with the résumé. Their purpose is to provide a brief personal introduction and tell the recipient why you are submitting your résumé.
- Cover letters should be short, informative, persuasive and polite.



# Cover Letters

- Use a proper business letter format
- Be sure to use correct spelling and grammar
- Print the letter on the same paper as your résumé
- Direct it to a specific person, whenever possible
- Use 1" margin
- Single Space your letter
- Be sure to sign your letter ABOVE your name at the bottom of the letter
- Never start a professional letter off with the word "I." There is no "I" in team.





# Parts of the Cover Letter and Thank-You Letter

- All business letters have a minimum of three (3) paragraphs
- 1<sup>st</sup> Paragraph – Introduction
  - CV: Introduce yourself and state the job title for which you are applying
  - TY: Although you recently met the interviewer, it is important to identify yourself and establish the purpose of your letter by referencing when the interview took place and the position for which you interviewed .
- 2<sup>nd</sup> Paragraph – State Your Interest / Ability
  - Next, in one or two sentences state your interest level and / or something about your ability to fit the job opening.
  - If you are writing your thank you letter, then this is a good place to add information you may have forgotten to mention during the interview.
- 3<sup>rd</sup> Paragraph – Closing
  - Finally, close or end the letter with a direct “thank you” and with a statement that shows you are anticipating a future contact with the company.



# References

- References are people who will vouch for your qualifications as an employee.
- Good references can be a key factor in tipping the hiring scales in your favor.
- The following people are good candidates to use as a reference:
  - Previous Employers/Supervisors

# Reference Letters

- Reference letters can serve as a record of endorsements and achievements over the years.
- Request a letter of recommendation from your current or former employer, and Extern Site Supervisors.
- Make copies of these letters to place in your portfolio or to give to potential employers. Do Not give them the original!



# Portfolio Construction

A well-prepared portfolio provides evidence to an employer of your accomplishments, skills, abilities, and it documents the quality of your experience and training. The selection of contents for your portfolio should be a thoughtful process directed toward achieving your objective. The contents are typically organized functionally or chronologically. The portfolio should be organized in a manner that supports the story you are telling.

# Order of Portfolio Construction

- 1/2" Black Binder or Portfolio
- Clear Inserts
- Cover Letter
- Résumé
- Professional Reference List
- Personal Reference List

## **(Everything above – use resume paper!)**

- Letters of Recommendation
- Diploma(s)
- Transcript(s)
- Certifications and Registries
- Performance Evaluations
- Awards from Employer

# Summary of Key Ideas

- Preparing high-quality written materials is a key part of a successful job search
- Your résumé is an important advertisement of your qualifications
- The main purpose of a résumé is to secure an interview
- Cover letters can increase the effectiveness of the résumé
- References are vital links to future employment
- Accuracy, neatness and orderliness are imperative