
Resume Writing

Louisville Free Public Library

What are we going to cover?

- Resume formats
- Which resume format you should use, and why
- Things to know before writing a resume
 - Microsoft Word
 - Winway
- Parts of the resume
- Cover Letters

Definition of a resume

A brief document providing a summary of an individual's accomplishments, including employment, education, and other professional and biographical information.

The format of the resume

Chronological resume format

- Step-by-step breakdown of your career by dates
- Highlights the applicant's most recent position and moves backward in a linear time frame
- The most common resume format used
- Sample:

http://www.careeronestop.org/TridionMutlimedia/chronologicalsample_tcm24-2649.doc

When to use the Chronological resume format?

- You have a steady work history
- To demonstrate upward mobility with one or more companies following a single career path
- You are applying for a job similar to your present or last position

Functional resume format

- Allows a job applicant to highlight specific skills, responsibilities, and accomplishments
- Shifts the emphasis of the resume away from recent employment
- Sample:

http://www.careeronestop.org/TridionMutlimedia/functionalsample_tcm24-2651.doc

When to use the Functional resume format?

- You are changing careers
- You are returning to the workforce after a long break
- You are student without a lot of experience

Combination resume format

- Combines the Chronological and the Functional resume formats
- Demonstrates how your skills directly resulted in accomplishments for the company in both the skill sets and work history section
- Sample:

http://www.careeronestop.org/TridionMutlimedia/combinationsample_tcm24-2650.doc

When to use a Combination resume format?

- You have a steady work history and diverse skill sets
- You are changing careers
- You want to include volunteer/internship experience
- Great for consultants because it specifies how they influenced the business's success

Things to know before writing your resume

- Gather all employment history information.
- Have a way to save resume electronically (flash drive/email)
- Microsoft Word
 - Resume Templates
 - Resume Wizard
 - Saving your work
- WinWay
- Websites for help

Have a way to save your resume!

- Many employers prefer electronic resumes submitted via email or their websites.
- Saving a copy of your resume allows you to make changes in order to tailor it to specific jobs and employers.
- You can send yourself an email with your resume attached if you have no other way to save it.

Resume paper?

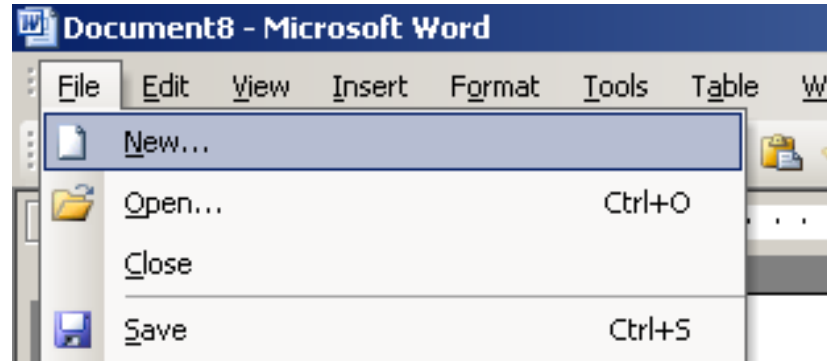
- For a Professional look, you may choose to have your resume printed on grey or ivory resume paper. Available at your office supply store.
- Laser printers are preferred because of the clarity of the print versus the ink jet printer

Using Microsoft Word, you must know how to:

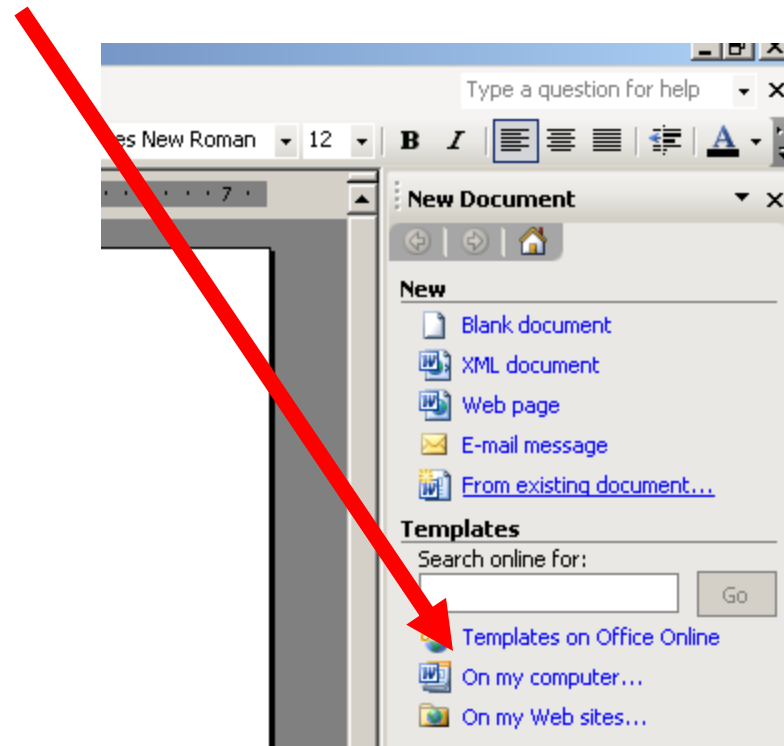
- Open and save a Word file
- Set margins (Select **Page Setup** from the File menu)
- Select **font types** and **font sizes**
- Insert bullets
- Check spelling and grammar
- We offer Introduction to Word and Intermediate Word to help you

How to access Resume tools in Word

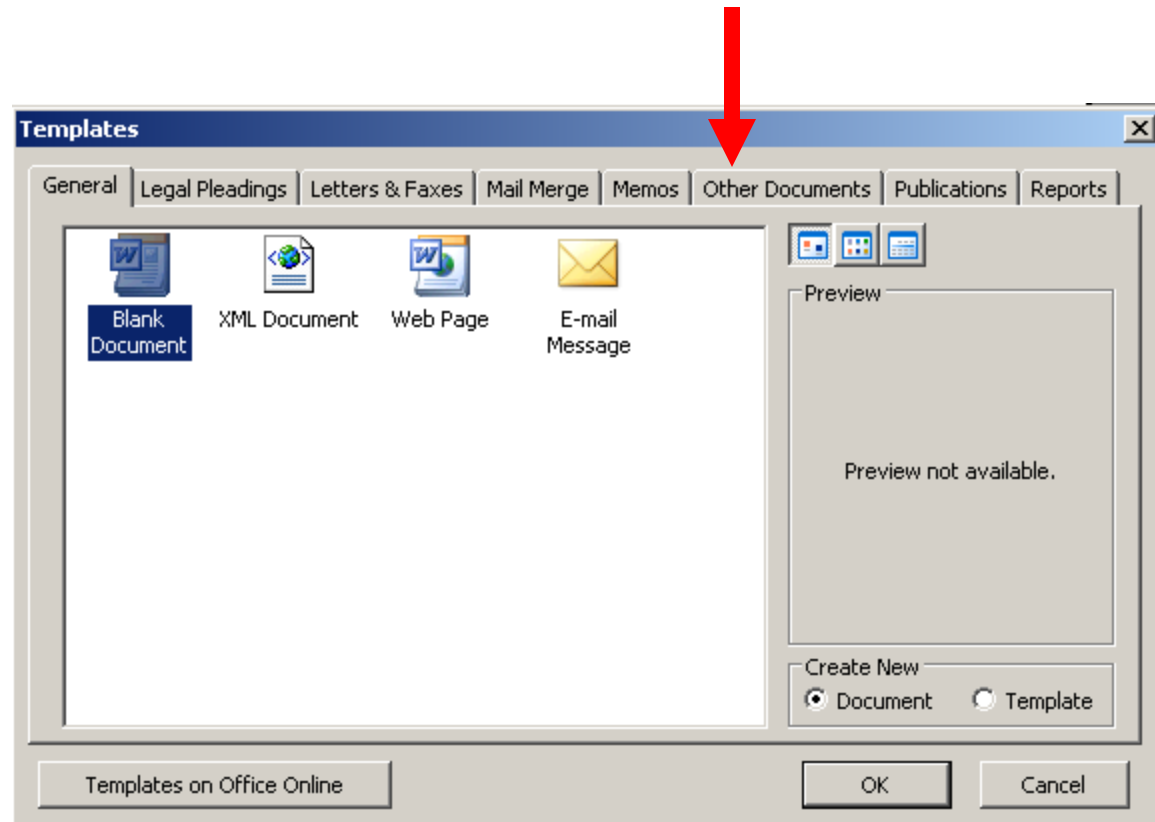
- Click on the File menu
- Click on “New”



- On the right hand side of the screen, click on “On my computer”

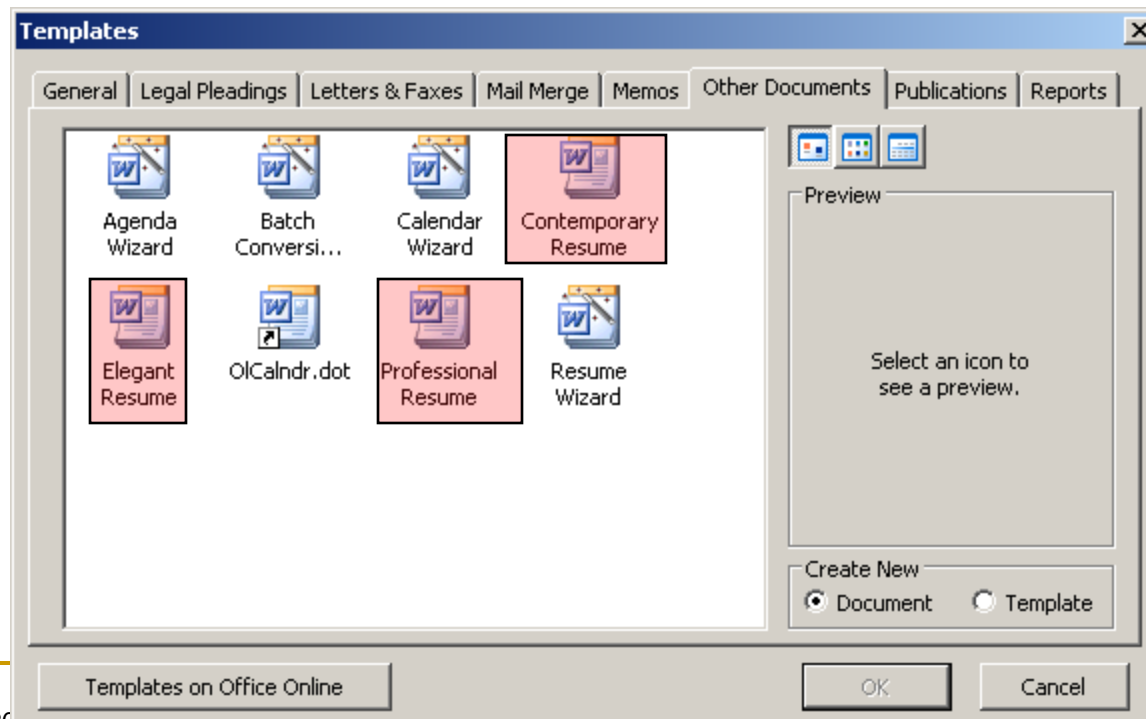


- Click on “Other Documents”



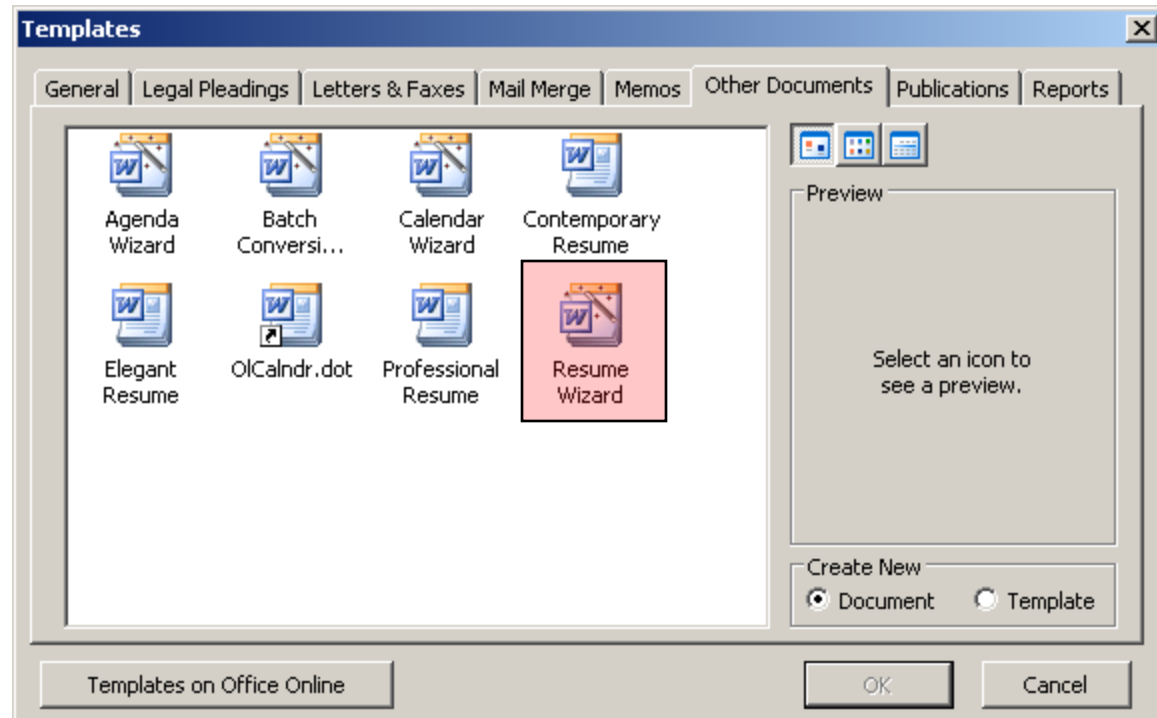
3 ready made resumes...

- You can choose from 3 resume templates:
 - ❑ Contemporary Resume
 - ❑ Elegant Resume
 - ❑ Professional Resume

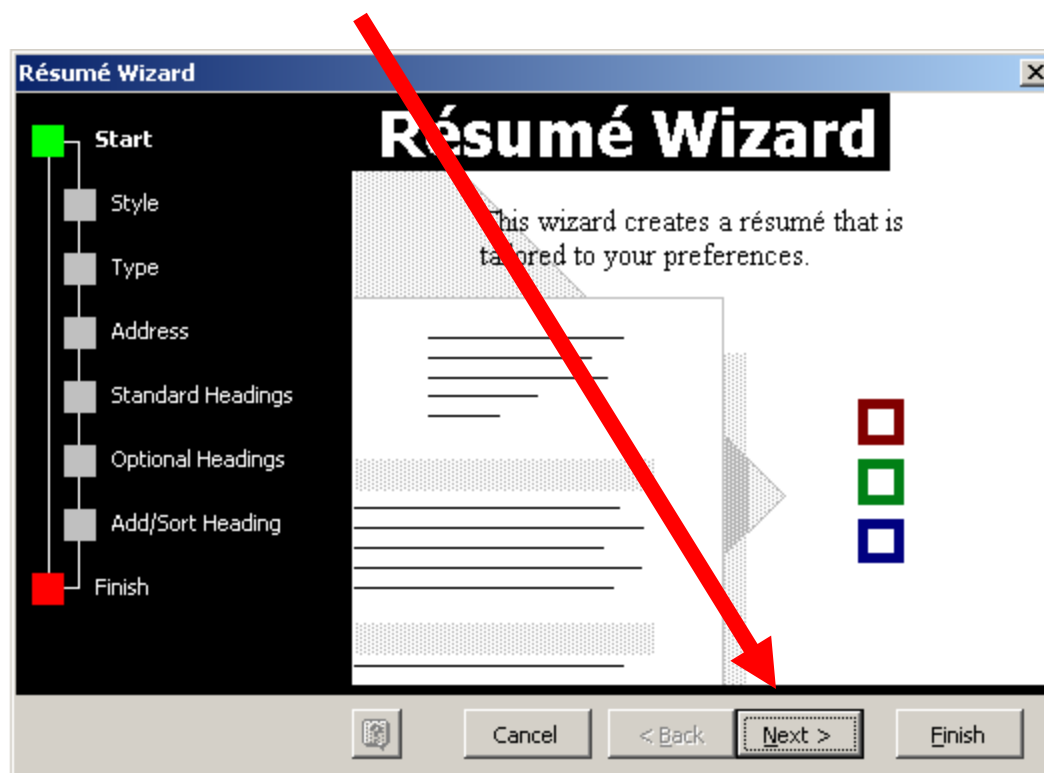


...or the step-by-step wizard

- Click on the Resume Wizard for step-by-step instruction



- You can progress through the steps by clicking on “Next” at the bottom.



How to name your resume file

- Format: Name resume.doc
- Example: Elmer Fudd resume.doc
- Do not call it resume.doc (a lot of people do)

Resume Writing Software available in the Job Shop

WinWay – guides you through the process of resume writing.

- You enter the data, WinWay formats it.
- Can be customized for different looks
- Offers synonyms for keywords such as job titles
- Can be converted to different file formats, such as MS Word

Websites for Resume Help

- Check out the Resume/Cover Letter links on [The Job Shop website](http://www.lfpl.org/jobshop) (www.lfpl.org/jobshop)
 - These sites have all been vetted by librarians who found them useful and reliable.

Typing the resume

Formatting the Resume:

Make it readable

- Use a standard font – nothing too creative.
 - Use 12 pt if possible – no smaller than 10.
- Single space, with an extra line of space between each section.
- One inch margins are best

General Tips

- Be truthful
 - Put yourself in the best light, but do not embellish or lie
- Be brief: 1-3 pages
- Target your resume: keep in mind the position and the employer, and what qualities the employer is looking for.
 - Use keywords, terms from the job post, industry buzzwords and standard terminology.
 - [Kentuckiana Occupational Outlook](http://www.kentuckianaworks.org/outlook/)
<http://www.kentuckianaworks.org/outlook/>
 - [Career One Stop](http://www.careeronestop.org/) (Browse Occupations)
<http://www.careeronestop.org/>

Write a powerful header

- Type your name on the first line
- Type you street address, city, state, zip code, home phone number and e-mail address right below
 - Use a permanent address, a professional-sounding email address, and make sure your voice mail's outgoing message is neutral.
- Separate each item on the second line using a conservative symbol (circle or blocks)

Write a strong headline or objective

- Must show that you are applying for THIS job and not just ANY job
- 1 or 2 lines long
- Should be bold, italicized and centered with 8- to 12-point blank space below your contact information
- Write the headline LAST! Stronger understanding of your key accomplishments.

Examples of strong headlines

- Dedicated finance professional with 11 years of expertise in accounts payable, shipping, and inventory management
- Experienced retail sales professional with strong track record of developing customer loyalty and managing retail sales operations
- Talented finance student with strong management skills and demonstrated record of academic success seeks position in business and finance industry

Summary of Qualifications

- For those who have long resumes – not everyone should do a summary.
- You have **10 seconds** to impress!

DON'T BE MODEST!

- Highlights your professional or academic career and key achievements, skills and talents that you offer the employer

What to include in the Summary

- Years of experience and areas of expertise in the field
- Awards or recognition
- Industry-specific certifications or professional training
- “Soft skills” such as communication skills or office administration skills such as multitasking

Professional Experience Section

- Title of position
- Name of organization
- Location
- Dates of employment
- Work responsibilities – emphasize skills and accomplishments

Professional Experience Section

- Showcase areas such as day-to-day responsibilities, special projects, committees, improvements for which you were responsible, people with whom you interacted and supported, and any awards based on performance
- Start every sentence with a verb, and write in the correct tense. Ex: “Manage” versus “Managed,” not “Manages”
- Keep sentences short
- Volunteer/Intern? Include, especially if it’s relevant to the position or if you have little professional experience.
- Highlight the aspects of each job that are most relevant to the position for which you are applying

Education & Professional Development

- Most employers want to know where you received your education, your major and any degrees obtained.
- List your most recent degree first
- Leave off high school education and associate's degree if you have a bachelor's degree and a strong work history
- GPA should be listed if it is higher than 3.0, and mention honors or awards.
- If you are still in school or are a recent graduate with little or no work history, you can put this section before Professional Experience.
- REMEMBER – your education becomes less important as you move along your career path

Education

- Write “Degree Expected” if you have not yet graduated.
- No college diploma? List high school diploma.
- No high school diploma? Do not include an education section
- Show that you have been interested in staying current in your field – list:
 - Night school
 - Continuing Education
 - Seminars
 - GED
 - Library Computer Classes
- Irrelevant information can hurt you! Degree in Music/
Sales job? Don't list it.

Optional Sections

- **Computer Skills** (List programs with which you are proficient. Come to our free classes to gain more skills!)
- **Awards** (ex: *Salesman of the Year*)
- **Languages**
- **Professional Associations**
- **Certifications**

References

- You do not have to list your references on your resume – write “Available Upon Request”
- Have the names and phone numbers of your references with you at the interview.
- Be sure to ask your references first if it is ok to use them

Cover letters

The resume tells them about YOU...
now tell them **WHY THEY SHOULD CARE!**

Always include a cover letter

A well-written cover letter makes a hiring manager **want** to read your resume.

Research needed for cover letter

- ALWAYS research the company before writing the cover letter
 - Find out who is the hiring manager, or who will receive the letter
- Show them you cared to find out about them
- If you know about what they do, you can explain how you can fit in to their goals!
- **Business information at the Library**

<http://www.lfpl.org/business.htm>

Format of Cover letter

1. Heading: the date, your name, your contact information
2. Greeting: address it to a specific person if possible
3. Opening: Introduce yourself, your reason for writing, how you learned about the position
4. Body: Address your skills and why they make you a match for the position and the company.
5. Closing: Mention that your resume is enclosed, that you desire to meet with the addressee, and that you will follow up on a certain date.

Cover Letter - Tips

- Target your prospective employer – tactfully show off what you know about the position and the employer by explaining how your skills match the organization’s needs and goals.
- Be brief (1 page), positive, professional, and polite (thank the reader for her time).
- Do not simply recite your resume.

Need more help?

- **Jefferson Education Center**
200 W. Broadway, 9th floor
Louisville, KY 40202
(502) 213-4520
- **Kentucky Office of Employment & Training**
6th & Cedar
Louisville, KY 40202
(502) 595-0099
 - **Nia Center**
2900 W. Broadway, Suite 100
Louisville, KY 40211
(502) 574-4100
- Please see Kentuckiana Works's website for more sites
<http://www.kentuckianaworks.com/>

The End

Thank you for coming!
Good luck with your resume!