

# MAKE YOUR **RÉSUMÉ** MAKE A DIFFERENCE

## A Good Résumé Can Win You an Interview

To market your abilities, your résumé should provide a crisp, positive and accurate overview of your work experience, job skills and education. Learn more about writing résumés by consulting valuable online résumé resources. Visit CareerOneStop at <http://www.careeronestop.org> and The Riley Guide at <http://www.rileyguide.com/letters.html>.

## A Résumé Has Four Key Elements



### 1. Careful Planning

In order to create a résumé that gets noticed, careful planning is essential.

- Collect information about yourself, such as previous positions, job duties, skills and education.
- Consider your job objective. Take time to determine what types of work you want to do.
- How can you contribute to an employer's bottom line? It is important to focus on the employer's needs, not yours. Modify your résumé for different employers.
- What can you do and what skills does a job require? Analyze your skills. Consider your work history, education, volunteer work and life experience. Skills learned in one setting often transfer to another.

### 2. Design and Presentation

On average, employers skim a résumé for only a few seconds to decide if it deserves further consideration. Yours should be easy to read at first glance.

- A one-page résumé is more likely to be read completely. Employers need only a snapshot of your background that makes them want to learn more about you.
- Résumés should be neatly printed using black text on 8½" x 11" high-quality white or off-white paper. Margins should be at least ¾ of an inch.
- Use only one or two type styles throughout your résumé. Use 10 point fonts or larger. Avoid fancy fonts and underlining. Keep **boldface** and *italics* to a minimum.

### 3. Proper Content

Your résumé is a marketing plan that sells YOU! Choose skills and activities most relevant to the job.

- Include education or training background, special courses or skills, and academic honors that are relevant to your job objective.
- Include relevant information on occupational licenses and professional organizations and memberships.
- List certifications that indicate specialized expertise in a particular field.
- Never include personal information such as your social security number, age, sex, height, marital status, race or family background.
- Contact information should make it easy for employers to reach you or leave a message.
- Proofread! Proofread! Proofread! Read your résumé several times, looking for typographical and grammatical errors. Ask others to check it as well.

## 4. The Right Format

Choose the format that best showcases your skills and experience.

- Chronological résumés present your skills and experiences starting with the most recent work or training. Use this style if your work history is good or you are moving up in the same field.
- Functional résumés concentrate on general areas of skills and less attention to work experience. Use this style if you are entering the job market, your work history has gaps or you are changing career fields.
- Combination résumés combine chronological and functional résumés and present work history and skills. This style can be used in any situation.

## Additional Résumé Tips

### Use Key Words

Many employers filter résumés using computers that look for key words. Include key words in your résumé that the employers use in their job postings. Visit <http://OhioLMI.com/research/2010Word.pdf> to learn more.

### Include a Cover Letter

Cover letters allow you to highlight key points from your résumé. Use them to sell yourself to prospective employers and convince them that you are a perfect fit.

### Follow Up

A follow-up phone call or letter should reiterate your interest in the position and showcase your knowledge. Unless specified otherwise in the job listing, a phone call may be your best bet.

## Paper and Electronic Résumés

While many smaller companies still require paper résumés, more and more companies request electronic résumés. In general, you can submit your résumé in five ways.

### In Person

If you hand deliver your résumé, ask to speak with the person who should receive it. This gives you an opportunity to make a good first impression.

### Online

Many job banks and some employers ask applicants to complete online forms that are imported into electronic résumé databases. Tip: Be aware of privacy issues when submitting your résumé online. For more information, visit <http://www.job-hunt.org/privacy.shtml>.

### U.S. Mail

Some companies scan the hard copy of résumés into a form that is understood by résumé databases. Tip: Use a large envelope to avoid folding your résumé. This helps it scan, fax or copy without jamming.

### E-Mail

Adhere strictly to the employer's instructions for e-mails. Tip: Unless directed otherwise, include a job title in the subject line of your e-mail and place your résumé in the body as plain text.

### Fax

Faxing gets your résumé to an employer quickly, but with a loss of quality. Tip: Follow-up your fax by mail, e-mail or phone.

## OhioMeansJobs.com

Let Ohio employers find you by  
posting your résumé for free.

Upload your résumé or build one online at OhioMeansJobs.com. Search electronic job postings, including those of Ohio employers, national commercial job boards and small industries. Search for jobs by location, job title, skill or company name.

<https://OhioMeansJobs.com>

### Need Assistance?

If you need assistance, the OhioMeansJobs Centers are there to help. Find the OhioMeansJobs Center nearest you!

<http://jfs.ohio.gov/owd/wia/wiamap.stm>

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