

Your Guide to Writing A Great Resume



Envestnet Institute

On Campus

“A resume is a self-promotional document that presents you in the best possible light for the purpose of getting **invited** to a job interview.”

-Yana Parker



Resume Must-Haves

- Your resume should include **past and present job information**. It is important for your resume to communicate to the employer: **who you are, your work history, how you will perform on the job and how you can be an asset to any company or organization**. Any information listed should be relevant to the position you are applying for.

State Your Objective

- To build a resume, first establish a **job target** and/or **clear objective** to show direction and focus. Generic resumes are not as strong as targeted resumes. A clear objective **states intention**. If you have multiple job objectives, then create a different resume for each distinct job target.

Showcase Skills & Talents

- Find out **what specific skills are needed** for the position you are applying for. **Identify and list the skills, abilities and special talents** that you have developed through your own work experience. **Establish a relationship** between the skills you have developed and the skills needed for the job you are targeting.

Sell it with Action Words

- Sell your strengths and skills on your resume by highlighting and quantifying job accomplishments.
- Use Action Words:

Achieved

Completed

Demonstrated

Established

Implemented

Led

Motivated

Organized

Administered

Controlled

Designed

Facilitated

Improved

Managed

Negotiated

Prepared

Compiled

Coordinated

Developed

Handled

Launched

Maximized

Obtained

Presented

Highlight Relevant Experience

- If you have **very little experience** or have **never worked a paying job**, you can create a resume by using your **training history, volunteer work, summer internships, community based jobs, odd jobs and life experiences**. These experiences may have allowed you to develop skills that could be utilized in the desired position.
- Also include **college courses** that you are taking as you prepare for your degree.

At First Glance

- When preparing your resume, always consider the **appearance**. At a glance, your resume should look **visually attractive and easy to read**. Remember, an employer may receive **200-300 resumes** or more for one job and will usually look at each resume for **15-20 seconds**. **Your resume should look like a document that an employer would want to pick up and read.**

Easy-reading

- Your resume should be typed in one of two **Font Styles** for clarity and an overall professional layout: **Times New Roman** or **Arial**.
- Do not use colored paper. Your resume should be typed on a computer/word processor and printed on white or off white resume paper. A resume typed on colored paper may not come out clearly when photocopied.
- Make sure that all the information on your resume is lined up and neatly formatted.
- Double check to ensure there are no typos or misspelled words.
- Create to fit on one page.

To err is... not good on your resume



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Keep font easy to read and the same through resume.

* Border - either remove or use block (line) border for a more professional look

RESUME

EDUCATION

High School diploma: 1995 - minneapolis, mn *not needed now that you are enrolled in College.*

Working on my associates degree right now at Rasmussen College. Should be done in March 2010. Going for Medical Assisting *Format as shown below -*

AAS Degree - Medical Assisting
Rasmussen College - St. Cloud, MN *Expected March 2010*

May want to include "Relevant Coursework"

EMPLOYMENT

Position	Company	Location	Dates
Nursing Assistant	TLC Care Center	St. Cloud, MN	April 2006-present
Patient Care Tech	ABC Health	Sauk Rapids, MN	November 2003-April 2006
Customer Service Rep	Savers	St. Cloud, MN	June 2002- November 2003

- Take care of patients
- Follow daily tasks
- Clean
- Document

expand on each, include something different for each job

- Take care of patients
- Clean - *Maintained clean and healthy living environment for residents and guests*
- Follow tasks
- Document activity *How often? Confidential information?*

- Cleaned store
- Rung up customers
- Gave change
- Counted stock
- Unloaded boxes
- Answered questions

Line up locations *Line up dates*

Be more specific with your job duties.



Resume Considerations

Common mistakes other people make (that you won't ;)

- Misspellings and grammatical errors are killers. Proofread, then have someone proofread it for you again!
- Not including keywords that match the job posting. Some companies electronically scan resumes and search keywords (i.e. college degree, CDA license, etc.) to sort out the best matches for the job.
- An outdated resume will make you look obsolete. Make sure your resume is always updated to include your most current information and technology skills.
- Including too much information. A resume for professionals just getting started should be ONE PAGE.
- Writing a resume objective which doesn't match the job. If you are applying for different jobs, create resume versions to align with each position.
- Writing position descriptions that don't showcase what you have accomplished.
- Not quantifying accomplishments. *Example of highlighted accomplishments:* Managed a staff of 25 sales associates. Processed sales of over \$10,000 per day.
- Being too modest. This is not the time to be humble! Showcase your successes.
- LYING. It will come back to haunt you! Present yourself proudly for who you really are 😊