

What is a resume & why do I need one?

A resume is a 1 to 2 page summary of your “occupational self” on paper. It tells:

- Who you are as an employee
- What your strengths are
- What skills & abilities you have
- What your volunteer or employment history has been
- Why the prospective employer should call you in for an interview

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- Resumes are screening devices for employers.
 - The average resume gets about 30 seconds of attention in the employer’s initial review.
 - Your resume is a living document – change and revision is necessary & OK
 - *Remember -- the main purpose of a resume is to GET AN INTERVIEW!*

What resume format should I use?

Chronological Resume:

- Traditional & often preferred by employers
- Effective if you:
 - Have a strong & consistent work history
 - Have consistent work experience in the field or title you are pursuing
 - Have worked for impressive companies
 - Have held impressive titles

Skills Resume:

- Becoming more common & highlights transferable skills from a variety of sources
- Effective if you:
 - Have never worked in the field or title you are pursuing but have some of the qualifications
 - Do not have a consistent work history
 - Have gained field knowledge or experience in a nonpaid or nonemployment situation
 - Have gained skills or qualifications for the title in a nonpaid or nonemployed situation