

How to Write a Resume...



What is your purpose?





It is simply to...

- Get the interest of the reader and answer the question: will this candidate add value to my company?

Step 1:

- Research job postings that interest you.
 - frequently mentioned job requirements
 - Ask experienced professionals what they think is most important when hiring.
 - Read professional articles and websites in your target industry.
 - Learn as much about the employer as you can (visit their website, see what their values are).
 - Include “keywords” in your resume.



Step 2:

What to include on your first resume:

- Who you are.
- How you may be contacted (mail, telephone, email).
- Your experiences, skills, and abilities for the position.



Step 3: Resume Design

- 20 seconds to make the right impression.

Information found at :

<http://jobsearch.about.com/cs/resumewriting/a/firstresume.htm>



Categories on Resume:

- **Identifying Information:** name, address, phone number, and email.
- **Career objective/Profile:** seeking an entry level position in the field of nursing.
- **Professional Experience:** relevant to the position you are applying for.
- **Achievements:** relevant to the position you are applying for.
- **Education:** not necessary to include schools in which you did not graduate from.
- **Your References:** references are adults—not relatives who can vouch for your honesty, integrity, and responsibility.

Basic Guidelines for an Effective Resume:

- Type and spell-check it.
- Have another person proofread it.
- Make it look professional.
- Make it short—one page if possible.
- Omit personal pronouns (I, me)
- Use action verbs when describing your responsibilities.



Characteristics of a Good Resume:

- call the reader to **ACTION**.
- What you have to **OFFER** the company
- **RELEVANT EXPERIENCE** you have and for what length of time you did it.
- **QUANTIFIABLE RESULTS**

Characteristics of a Bad Resume:

- **Illegible Font.**
- **List responsibilities.**
- **Illogical order of information**
- **Includes personal information.**

- <http://www.nelsonjobs.com/CareerCenter/ResumeBad.aspx>