

Writing Your Resume Professionally

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Agenda

- Purpose of a resume
- What employers look for on a resume
- Common resume writing mistakes
 - What to avoid in the work history section
- Three basic resume formats
- Sections of a resume:
 - Why the summary section is important
- You've won the interview, now what?

Purpose of a Resume

- Capture the attention of the hiring managers or Human Resources.
- To try and win a job interview, not the job itself.
- What is a resume?
 - Marketing tool
 - Snap shot of your abilities
 - It represents the potential value you can bring to an employer.

What are employers looking for?

- The average employer spend about 15 seconds reviewing your resume.
- Strive to make sure you capture the reader's attention as quickly as possible.
- Employers are looking for:
 1. Content skills = Experience
 2. Functional skills = Characteristic describing people skills & technical abilities
 3. Self-management skills = Personality (how do you handle different situations)
- Improve your resume with Power Verbs (ex: achieved, calculated, etc.)

Common resume writing mistakes

- Avoid multiple pages
- Work history should only go back 15-20 years.
- Never omit dates of employment
- Never mention anything about salary or give a reason for prior terminations.
- Avoid unsubstantiated claims and overused clichés.
- Avoid long, detailed job descriptions
- Leave off “references available upon request”

3 Basic Resume Formats

- **Reverse Chronological:**
 - Focus more on experience / work history
 - Traditional resume
 - Most employers prefer
- **Functional:**
 - Focus more on skills used to relate to stated objective
- **Combination:**
 - Combines both reverse chronological & functional format

Sections of a Resume

- Contact Information
- Summary / Objective*
- Work Experience
- Education
- Continued Education
- Certifications, Licenses, etc.
- Memberships & Associations
- Computer Skills

You've won the interview, now what?

- Get ready for the interview...
 - Know the company
 - Review "You"
 - Dress to impress
 - Ask Questions
 - Communicate and relate
 - Follow up

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