

WHAT is a Resume and WHY do I need one?

A resume is an honest, easy to read, impressive summary of your "occupational self" on paper! It serves as the "sales" tool to help you market yourself to potential employers. It tells:



- ...who you are as an employee.
- ...what your employment history has been.
- ...what your strengths and accomplishments are.
- ...what skills and abilities you have.
- ...why the prospective employer should call you in for an interview.

The information you choose to list about your background and how you present it should boldly (but not arrogantly) build an argument as to why an employer should consider you as a prospective employee. As a screening device for the employer, your resume should shout "**Hire me!**" not "**File me!**" The average resume gets about 30 seconds of attention in the employer's initial review, so you must represent yourself briefly and concisely. Every word must count!

Remember, resumes serve several purposes:

- 1) They are used to get your "foot in the door" for an interview.
- 2) They act as a supplement to the data on your application.
- 3) They serve as an outline during the job interview.



Creating a powerful resume is a challenging process that takes time, planning, and thought. Always assess whether your resume is "working" or "not working" and don't be afraid to make changes! If it isn't working, try something different until you can make it work. If it works, think in terms of "how can I change it to make it better."

Remember, it is your resume. Everyone that writes resumes has their own "style" based on their education, experience, training, etc. Get their input but then **YOU** make the decision for **your own** resume.

Questions to Guide the Development of YOUR Resume:



1. Who will be reviewing the resume?
2. For what purpose is the resume being used? (Customize each resume to a specific job description.)
3. What are you intending to communicate about yourself via your resume?
4. Will the information included get you an interview?
5. How can your resume set you apart from the other candidates?