

THE RESUME KEYS TO WRITE IT RIGHT

Although there may be a dozen books out there that say something to the contrary or offer “The” correct resume format, there really is no universally accepted template. A little common sense and some wordsmithing will go a long way to making an effective resume, irrespective of what format you choose. Here are some keys to getting it right.

1. Actively sell your qualifications by focusing on accomplishments and results rather than routine job descriptions.
2. Final hiring decisions are rarely based on resumes alone; however, the resume should be a concise, factual and positive listing of your education, experience and accomplishments.
3. Make sure the information you provide (throughout the resume) is relevant, supports your candidacy, and focuses on skills and experience needed to do the job you’re seeking.
4. Be conscious of the continuity of your history. The reader will be looking for reasons to eliminate as many resumes as possible. Resumes with gaps of unaccountable time often reach the circular file.
5. Weigh your choice of words. Select strong action verbs (see my Power Words), concrete nouns and positive modifiers for emphasis. Use concise phrases and clauses rather than complete sentences.
6. Try your resume out on someone who knows you and who will be objective in his or her opinion.
7. Keep a separate list of references and make them available only on request.
8. Always send a cover letter on matching paper with specific reference to the company’s needs and your qualifications for the job. A personal letter is always best, so make an effort to get the name and title of the individual making the hiring decision.
9. Never state past salaries or a salary range you’re seeking.
10. Remember, your resume is the door opener. You want a personal interview.