

## Resume Basics 2

### Purpose:

The purpose of a resume is to get an interview. It is in the interview that you will hopefully be offered the job. A good resume is like an advertisement. You need to write a good advertisement to entice the employer to contact you for an interview. Remember to focus on what you can do for the employer, not what they can do for you!

### How to write a good ad?

Start with the job ad. Usually the employer says what they are looking for in an employee. They will usually ask for applicants with a specific set of skills and abilities. You should however, go a step further and do some research on the company. You can google, ask people who work there, call the employer, unless the job ad says not to, in order to find out just exactly what the company is looking for. Try to find the top 10 skills they desire, then write your advertisement to include these top ten skills.

### What to include:

All resumes must include the following items: Objective, Contact information, Accomplishments, experience (paid and unpaid), good appearance – consistent formatting and Absolutely no errors.

Organize the resume so that the skills the employer is looking for is highlighted, easy to find, and if possible, in order of their importance.

### Tips:

Try to keep your resume 1-2 pages in length - Resumes should never exceed 3 pages.

Use simple words and keep sentences short – describe your qualifications with action words.

Use accomplishment statements to summarize results you brought to former employers:

<b>Choose an action</b>	<b>Describe what you did</b>	<b>Describe how you did/or what resulted</b>
Operated	forklift	following safety procedures
Provided	excellent customer service	which increased repeat business
Developed	a policy manual	which ensured consistency in customer Relations