

# Peter K. Studner Associates

Executive Outplacement • Career Assessment • Spouse Relocation • Retirement Programs • Entrepreneurial Counseling Career Transition Workshops • Mid-Career Check-Up • Accelerated Outplacement Programs

## **XP Power, Inc. Workshop – Creating Your Best Resume**

### **Getting Ready – Using *SuperJobSearch***

- **Before you write your resume, know:**

What job are you looking for?  
Does it exist?  
Where does it exist?  
Are you really qualified?  
Which of your qualifications should you emphasize?

- **Purpose of a resume:**

To prepare for the interview.  
To obtain an interview.  
To focus your discussion of your strengths and experiences.  
Your prepared notes for your interviewer after a good interview.

- **Setting your objectives:**

See exercises on Pages 24, 28, 31, and 37 in *Super Job Search*.

- **Accomplishments:**

The backbone of your resume, interviews and salary negotiations. Read and do Chapter 3 in *Super Job Search*.  
Types of Accomplishments: Quantitative and Qualitative, both count.  
Techniques in generating your personal list of accomplishments.

### **Resume Structure**

- Read Chapter 4 in *Super Job Search*.
- Making your resume easy to read – see examples located at <http://www.superjobsearch.com/html/profiles.html>.

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Your success is our reputation<sup>SM</sup>.

### **DON'Ts in writing a resume:**

- Do not include "References Available"
- Do not put your references information on your resume
- Do not include salary history or salary and/or benefits requirements
- Do not include hobbies or sports unless pertinent
- Do not include political or religious affiliations or involvement with controversial organizations, e.g., PETA
- Do not include affiliations that are not pertinent to your search
- Do not list marital status, number of children, health, age, color, race, nationality, information about parents, political party, handicaps, any legal problems...
- Do not use more than one font and limit it to normal, bold, italics (for names of books and creative materials) and underline
- Do not show months
- Do not exaggerate numbers or data
- Do not write a generic resume
- Do not write your resume in a hurry or when you are tired
- Do not make claims that you cannot support
- Do not use long paragraphs
- Do not use a PO Box for an address, unless you have no other address
- Do not use clichés to describe yourself, e.g., results-oriented
- Do not go back more than 20 years – for earlier periods use PRIOR EXPERIENCE; see examples on pages 283, 284 in *Super Job Search*
- Do not depend on a resume to get you a job – *you* must become your own resume.

### **DOs in writing a resume:**

- Keep each sentence simple and use a format that is easy to read
- Spell check several times and prior to final printing
- Check for syntax; Microsoft grammar checker is not always accurate
- Read backwards for verification of punctuation
- Place accomplishments in proper order of importance under each job
- Quantify and be specific when listing accomplishments and describing your position (how much, how often, etc.)
- Read out loud to make sure it sounds right
- Have several people proofread it for interest and interpretation (what job does it direct you to) and make sure it points the reader in the career direction you wish to pursue
- Be specific in the jobs you are going after – there are no generic positions
- Include accomplishments that show you were a good employee in your past jobs and made a contribution
- Do include your home phone, business phone, home fax (if you have one), cell phone and e-mail address – make it easy for people to contact you
- Do include Other Special Training, Continuing Education Courses, Affiliations (current only), Certifications, Awards, Publications, Presentations, Technical Skills, Patents, Military and Licenses... if pertinent to your job search
- Do include Community Involvement or Volunteer Service
- Put yourself in the place of your reader. Is this an interesting, well-written document?
- Be original and creative but always show good taste
- Take ownership of your resume... know your accomplishments and job history completely
- Do include working eligibility information if you are not a citizen.