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## **Tips For Success - The Resume**

A resume is a brief, written summary of your skills and experience. It is an overview of who you are and a tool to present yourself to employers. The goal of a well-written resume is to gain a job interview. Job interviews may lead to employment!

Employers and personnel managers are very busy and tend to rapidly review resumes. Therefore, your resume must quickly catch the employer's attention. Writing a brief, to the point description of your experience and skills can do this. Tell the truth on your resume. Write your resume to describe how your skills will meet the employer's needs.

When applying for a job, read the job advertisement or announcement very carefully. Then customize your resume by writing up your skills to describe and match what the employer is looking for. It is helpful to describe your experience and skills by using some of the same words the employer used in the job advertisement.

Read each of the resume sections below for helpful suggestions, before getting started on writing your resume.

### **Preparing to Write Your Resume**

Writing a resume requires a little time and planning. However, it is well worth the effort. It is a good idea to begin by writing a master resume. Having an attractive resume on hand that stresses your strongest skills, better prepares you to attend job fairs and respond to a large number of jobs advertised in newspapers and on the Internet.

Get organized! Before beginning to write your resume:

1. Gather information on your past employment: employer names and addresses, and dates of employment.
2. Gather information for personal references: names and addresses.
3. Research information on the employer. (See "Research the Employer" under "How to Find a Job.")
4. Select a quiet area to gather your thoughts and begin working on your resume.
5. Decide what type of resume suits you best: chronological, functional, or automated. (See "Resume Types" below.)

### **Resume Tips**

1. Make your resume short (one page, if possible, two pages at most).
2. Use white or ivory paper.
3. Type your resume on a computer, when possible. (If you do not have access to a computer visit your local Job Service office, One-Stop Career Center, or local public library for help.)

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4. Use action words to describe your work skills. (See "Action Words" below.)
5. Stress skills, knowledge, and abilities that fulfill the job requirements.
6. Be specific about accomplishments, but do not stretch the truth.
7. Provide information about career goals.
8. Make it attractive.
9. Emphasize most recent jobs.
10. Proofread it for grammar, punctuation and spelling errors.
11. If possible, have someone else check your resume for errors.
12. Save references and personal data for the interview.
13. Avoid date of birth.
14. Avoid salaries or the reason for leaving the last job.
15. Ask yourself "Would I interview this person?"
16. Keep your resume current.
17. Finally, prepare a cover letter to introduce your resume. (See "Cover Letter" below.)

### **Resume Types**

When preparing to write your resume, it is very important to select the type of resume that best suits your past work history, and presents your experience and skills in the best light.

Review the resume types listed below to choose the resume type that will work the best for you.

#### **Chronological Resume**

A chronological resume lists your most recent job duties and employment dates first. This type of resume tends to be fact-based and may be easily skimmed. It works for those with experience and a steady job history. It is difficult for career changers and those who lack on-the-job experience.

Employers tend to prefer a chronological resume because it is easier to read and review the work history dates and work experience. However, this resume type displays flaws more easily, such as employment gaps.

For specific instructions go to the Saber Hacer Career Resources PDF: **[Writing the Chronological Resume](#)**

#### **Functional Resume**

A functional resume focuses on skills, experience, and accomplishments. A functional resume works best for the following conditions:

- Your work history is not related to the job

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- Your related experience is not your most recent job
- You have gaps in your work history
- You have not worked recently
- You are just entering the job market

In a functional resume you are advertising your specific qualifications, not the order in which you obtained them. Functional resumes let you emphasize volunteer or civic experience, training, or education.

The functional resume is not usually the favorite resume type among employers, as it is a little more difficult to read. The work history and career paths are not as clear. However, it is important to select the resume type that displays your special qualities to the best advantage.

For specific instructions go to the Saber Hacer Career Resources PDF: **[Writing the Functional Resume](#)**

### **Automated Resume (Keyword, or Scannable)**

An automated, keyword, or scannable resume is formatted to read well when scanned by a computer system. The resume is scanned and entered in a database that can then be searched by keywords so that the applicant's qualifications are matched with the employer's needs. (Keywords describe skills that are commonly used in the career field.) Generally, it is the larger employers (with 100 or more employees) who scan resumes to retain information in databases for future use.

For specific instructions go to the Saber Hacer Career Resources PDF: **[Writing the Automated Resume](#)**

### **Cover Letter**

A cover letter is a short introduction letter that accompanies your resume. The cover letter should persuade the employer to read your resume. It is especially important to use a cover letter when mailing a resume to an employer.

For specific instructions go to the Saber Hacer Career Resources PDF: **[Writing the Cover Letter](#)**

### **Resume Action Words**

When writing a resume it is a good idea to describe your skills and responsibilities with action words. Write up your skills in brief bulleted lists that begin with action words that emphasize your strong points.

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The following list provides a small sampling of common action words to get you started:

**Various Skills**

Achieved  
Arranged  
Built  
Collected  
Contributed  
Delivered  
Designed  
Dispatched  
Examined  
Improved  
Increased  
Informed  
Maintained  
Organized  
Performed  
Purchased  
Prepared  
Scheduled  
Supervised  
Trained

**Technical Skills**

Assembled  
Balanced  
Built  
Calculated  
Cut  
Designed  
Detected  
Developed  
Formed  
Generated  
Inspected  
Installed  
Maintained  
Molded  
Operated  
Packaged  
Processed  
Remodeled

**Sales Skills**

Accomplished  
Arbitrated  
Budgeted  
Computed  
Consulted  
Demonstrated  
Dissuaded  
Exceeded  
Forecasted  
Generated  
Increased  
Influenced  
Marketed  
Ordered  
Persuaded  
Produced  
Projected  
Promoted  
Realized  
Saved  
Sold

**Communication Skills**

Addressed  
Authored  
Clarified  
Created  
Demonstrated  
Drafted  
Presented  
Persuaded  
Proofread  
Reported

**Clerical Skills**

Assigned  
Balanced  
Catalogued  
Charted  
Compiled  
Composed  
Distributed  
Edited  
Followed up  
Identified  
Ordered  
Planned  
Prepared  
Recorded

**Helping Skills**

Assisted  
Attended  
Comforted  
Consoled  
Encouraged  
Facilitated  
Guided  
Helped  
Nursed  
Reassured  
Served  
Supported  
Tutored

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**Additional Resources on the Internet**

Refer to the Internet sites in the Resources section on [www.SaberHacer.com](http://www.SaberHacer.com) for additional information and tips.

Information provided by WorkSmart  
[www.worksmart.ca.gov](http://www.worksmart.ca.gov)