



Do's and Don'ts of Resumes

Agenda

- Overview
- The Basics
- Header
- Profile/Summary
- Structure/Format
- Experience – PAR Statements
- Education and Other Categories

Overview - Goals for Today!

Your resume is an advertisement that represents YOU at your best:

- Skills
- Qualifications
- Experience
- Education
- Achievements



The Basics - Important Points

- Only last 10 years of work experience
- Don't need to include every employer
- Aim for one page in length
- Customize for every job opening

The Basics - More Important Points

- Purpose is to get the interview
- Several ways of formatting your resume
- Close gaps in employment
- **MUST BE** professional, error-free, consistent, and concise

The Basics - Symmetry & Balance

- Effectively organize information
- Prioritize relevant information
- Consistent verb tense and formatting
- One overall style

The Basics - What NOT to Include

- Don't include extraneous information
- Don't lie or exaggerate
- Don't give personal information
- Don't use "I" or "my"
- Don't list references or "references available upon request"
- Don't use niche acronyms or abbreviations

The Basics - Preferred Fonts

- Arial, Verdana, Tahoma, Calibri
- Not Times New Roman
- Body of resume should be no lower than a size 10-12 font
- Name should be 12-16 in size; bold so it is prominent and stands out
- Margins 1” all around – rule of thumb method

Keep in mind visual appeal is very important to catch the attention of the reader.



The Header - Overview

- Include your name, address, phone, e-mail
- Name & page number on second page
- Name should be Prominent
- Use a professional e-mail address
- Use same header on cover letter & references sheet



The Header - Variations

Jennifer Jobseeker

123 Address Road
Philadelphia, PA 19103
215-555-5555
jennifer.jobseeker@gmail.com
www.linkedin.com/in/jenniferjobseeker

Jennifer Jobseeker

123 E Main St • Philadelphia, PA 19103 • 215-555-1234 • jjseeker@gmail.com



The Profile / Summary

The Profile or Summary includes:

- The most important information (including industry, experience, skills, and results)
- Be consistent with job description
- Be specifically job focused
- Be concise

The Profile / Summary

- Number of years of experience
- Credentials, education or training
- Key accomplishments
- Key strengths, skills or characteristics for the position
- Scope and depth of expertise
- A clear indication of the value you offer

The employer needs to know the value you are bringing to the company.



The Profile / Summary

Employers want to know that you understand their needs and what it is you can do for them.

Your summary should be ***work-centered***, not self-centered.

The Profile / Summary

Strong profile or summary example:

- Over 5-years experience as a professional Staffing Specialist within workforce development.
- Significantly increased employment placements by 25% over a 2-year period by partnering with major firms.
- Designed and implemented effective recruitment strategies resulting in a 98% increase in vacancy placements.
- Exceptional communication and technology skills.



The Profile / Summary

Avoid such phrases as: “responsible for” or “knowledgeable of” or “helped/assisted with”

- *Stronger example:* Reduced costs by 10% annually and added value to production operations.

Keep your profile from being subjective – quantify your skills, accomplishments, and experience by using data and objective terms

Resume Types

Chronological - Focuses on Work History

Functional - Focuses on Skills

Choose the type that best presents your skills and abilities to prospective employer.

Chronological Resume

- List work experience in reverse order; describe job duties with bullets or phrases with accomplishments
- List only jobs within recent 10 years
- Include position title, name of employer, location (city, state), and dates of employment

Works best for those on a career path. Shows a logical progression of increased skills, responsibility, and professional advancement

Chronological Resume

JOE J. JOBSEEKER

1617 JFK Blvd. • Philadelphia, PA 19103 • 267-555-3412 • jobseeker@email.com

SUMMARY OF QUALIFICATIONS

- General laborer with over 14 years of experience.
- Skilled in warehouse procedures and equipment, including use of forklift, cherry picker, power jack, and power tools.
- Supportive team player with the ability to work independently with little or no supervision.
- Ability to efficiently and effectively complete tasks.
- Quick to learn new skills and to adapt to new working environments.

PROFESSIONAL EXPERIENCE

Warehouse Professionals

Trenton, NJ

General Warehouse Labor/Housekeeping

07/2011 – Present

- Provide support in a variety of jobs and industries, including warehouse, production, packaging, manufacturing, operations, restaurants, hotels, housekeeping, and cleaning.
- Observe machine operations to ensure quality of filled or packaged products to standards.
- Monitor the production line, watching for problems such as pile-ups or jams.
- Attach identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Inspect and remove defective products and packaging material.

Quality Cleaning Service

Philadelphia, PA

Housekeeping/Landscaping

06/2007 – 07/2011

- Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards were met.



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Functional Resume

Works best for jobseekers that have:

- Gaps in employment history
- Held various, unrelated jobs in a short time or same job title numerous times
- Returned to job market after an absence
- Career or industry change



Functional Resume

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CORE COMPETENCIES

Warehouse and Production

- Observe machine operations to ensure quality of filled or packaged products to standards.
- Monitor the production line, watching for problems such as pile-ups or jams.
- Attach identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.

Housekeeping

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Dusted and polished furniture and equipment.
- Emptied wastebaskets and ashtrays, and transported other trash and waste to disposal areas.

Landscaping

- Mowed and edged lawns, using power mowers and edgers.
- Provided proper upkeep of sidewalks, driveways, parking lots, fountains, and planters.



P.A.R. Statements

Make a better statement!

P = Problem

A = Action

R = Results

P.A.R. Statements

Instead of:

“Responsible for office filing system”

Use:

“Designed and implemented innovative file management system to replace antiquated system, resulting in an increase in staff efficiency”



Key Words

Remember Key Words:

- Present relevant experience using industry-specific words and phrases
- Adequately describe skills and personal characteristics using key terms
- Are ‘keyed’ to job descriptions, whenever possible

Universal Sample Key Words

- Communication skills
- Problem-solving
- Team work
- Leadership
- Resource optimization
- Business development

Universal Sample Key Words

<http://www.onetonline.org/>

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more...



Education / Training

- List before or after work history (depending upon the position)
- Dates are optional
- If currently enrolled in a course, state “in progress”, “currently enrolled”, “2016 to Present”, or “Degree expected Fall 2020”
- Include certifications, on-the-job training, licenses

Other Relevant Sections

Include only those of the following sections that apply to the target job objective:

- Professional Development
- Affiliations / Memberships
- Accomplishments / Awards / Recognition
- Volunteer / Community Involvement
- Military Service



Questions or Comments?

