

Resume Information for MSCCN and Vet Connect Jobs Applicants

Resume format (Chronological)

Name

Street Address (now optional, not needed due to identity theft concerns)

City, State, Zip

Telephone # (cellphone or home phone)

Email address (special one just for job searches – not anything cutesy)

Objective – title of position, what kind of industry, location (for example, office assistant in healthcare or medical office in greater Washington, D.C. area)

If executive or professional, can use a title instead of objective

Profile or Summary -- highlight strong skills and experience, especially those related to position of interest, good place for security clearance information, certifications, computer skills, bilingual ability

Previous Experience

Most recent or current first – include any volunteer work

Title of job held, employer, location, dates

Primary duties/skills but focus **on achievements** or what YOU did that was special that would make you a better selection than the others in an interview

See <http://susanireland.com/resumeguide/achievements.html> and

<http://www.twc.state.tx.us/news/tjhg/s1ras.html> for excellent examples:

- What can I do better than anyone else?
- When did I take the initiative?
- Was I promoted? How often?
- Did I win awards, e.g., Employee of the Month?
- Did I get good performance reviews?
- Have I received complimentary letters from customers or coworkers?
- Have I produced anything tangible (e.g., a publication or product)?
- Did I finish a major project on time and under budget?
- Did I start some system that improved efficiency?
- Did I participate in my company's employee suggestion program?
- Have I saved the company time or money?
- Did I work with someone important, e.g., the vice president of company?

- What are the 10 greatest accomplishments of my life and what skills did I use to achieve them?
- Was I recognized for excellent attendance?
- Did I file all the forms daily so that there was no backlog?
- Did I complete tasks in less time than expected?

Education (highest listed first) – if college degree, omit high school information, add GPA if 3.4 or better, do NOT put date

Certifications and Special Training (optional)

Publications (if applicable)

Awards (optional)

Do not mention references, birth date, social security number, or other personal information not related to work experience

Overall excellent advice at:

<http://www.careerbuilder.com/Article/CB-926-Cover-Letters-and-Resumes-Resumes-That-Get-Interviews/>

<http://www.questcareer.com/tips.htm>

<http://www.jobstar.org/tools/resume/yana24.php>

<http://www.susanireland.com/resumeindex.htm>

resume examples (not for resumes that will be electronically scanned) also on :

<http://www.southworth.com/files/resume/func1res.doc>

<http://www.southworth.com/files/resume/C-Entry-Resume.doc>

The following from http://www.whittier.edu/career/resume/scannable_resumes.htm is vital for creating scannable resumes:

“Scannable” resume formatting

To create a resume that appeals to the human eye, but which avoids some of the formatting elements that could be misread by scanners, do the following:

- No italics, no underlining, no shading, or other unusual enhancements. You may use **bold** or ALL CAPITAL letters, but make sure the individual letters do not touch each other.
- On font style: use a sans serif font, like Arial or Tahoma. These are fonts that do not have the small markings on the edge of each letter (serifs).
- Don't use serif fonts, like Times New Roman or Book Antiqua.
- On font size, use 10, 11, or 12. Be aware that font sizes are not created equal. A 10-point Arial is not the same as a 10-point Century Gothic.
- No vertical or horizontal lines, graphics, or boxes.
- Avoid two-column format or resumes that look like newspapers or newsletters.
- Print your resume with a laser printer. Provide the employer with an original or high quality photocopy on white or very light paper. Avoid paper with heavy texture that could interfere with the clarity of the print.
- When mailing your information, do not fold or use staples. Put resume and cover letter in a 9 x 12 envelope and paper clip them together. You may insert blank sheets (or cardstock or cardboard) surrounding your documents to reduce wrinkling.

To create a resume which is strictly for scanning, and not for the human eye, take these additional steps:

- No bold or ALL CAPS. It's unnecessary; the scanner does not differentiate between this and other font styles.
- One font style and size throughout the document.
- No bullets. You may use asterisks (*) or hyphens (-).
- No parentheses or brackets.
- Even spacing throughout the document. No tabs.
- Don't condense spacing between letters.
- Left justification only. No centering or right margin justification.
- Going beyond one page is acceptable. Place your name on each page.
- On the first page, place your address(es) below your name.
- If including two phone numbers, list each on a separate line.
- Don't print on two sides of one page.
- Don't staple pages together. Don't fold pages.
- Use white paper only. No texture or watermark on the paper.

Stay up-to-date:

Keep in mind that scanning technology is continually changing and improving. Be alert for current articles that cite current sources for their information.

Scannable resume content:

- Scanned resumes are typically retrieved using keyword searches. You need to research your industry and/or the requirements of the jobs you are seeking to

make sure you've included appropriate information. Each time you apply for a job, review the position description. Make sure key terms that are included in the position description are also included in your resume where appropriate. You may revise your resume slightly for different positions or keep several versions of your resume if you are applying for different types of jobs.

- It is not necessary to include a section entitled "keywords." A search will locate words in any part of your resume.
- Some keyword examples are:
 - Accounting, chemical engineer, manager, BS or BA (to identify individuals with a bachelor's degree), MS, MA, PhD, process modeling, trainer, Spanish, co-op, PowerPoint, etc.
- Be specific. For example, list the names of software you use such as Microsoft Word or Excel, instead of listing software packages.
- Use terms and acronyms specific to the industry.
- In listing acronyms, it's wise to spell out the full name; i.e., IEEE, Institute of Electrical and Electronic Engineers. Either way the employer chooses to search for this information, your text will be found.
- Going beyond one page is okay for resumes used strictly for scanning. Be concise, but use more than one page if necessary to include all relevant information.
- Misspelled words will not be found in a keyword search. If you misspell a critical word, you have effectively left it off your resume for the purposes of retrieval after scanning. As with any resume, typos are unacceptable.”

Also visit the resume section in the Resources Guide at <http://www.msccn.org/jobs/resourcesGuide.php>