

Job Search Workshop

Resumes

Employer Survey Results

- ▶ What part of the resume is most important?
 - ▶ Work History 34%
 - ▶ Skills 33%
 - ▶ Demonstrated Initiative 22%
 - ▶ References 4%
 - ▶ Education 3%
 - ▶ Accomplishments 3%
 - ▶ Highlights 1%
 - ▶ Actions Works 0%

Employer Survey Results

- ▶ Do you have a preference in resume style?
 - ▶ Combination Skills based/Chronological 57%
 - ▶ Includes skill sets and employment history
 - ▶ Chronological 28%
 - ▶ Includes employment history beginning with most recent job; jobs are listed under each position
 - ▶ Skills based 15%
 - ▶ Includes Skill sets outlining abilities and strengths

Employer Survey Results

- ▶ How long should a resume be?

- ▶ 2-3 pages 75%

- ▶ No preference 12%

- ▶ 1 page 11%

- ▶ 4 pages 2%

What Resume is right for you?

Chronological

- Pros
 - Good for those with a strong work history
- Cons
 - Displays employment gaps
 - Not good for career changers or those with little work history

Skills or Functional

- Pros
 - Highlights strengths and life experiences
 - Good for those with little work experience
- Cons
 - Some employers do not like this type

Combination

- Pros
 - Preferred by employers surveyed
 - Combines elements of both resumes
- Cons
 - Some skills can be repetitive
 - May be longer than the other types

Your resume may change to reflect the job you are applying for. If you are applying for a job that is relevant to your experience, a Chronological may be suitable. If you are changing careers, a combination may be best.

Resume Inventory

Who am I sending this resume to and what is the job?

What is my career objective or the objective of sending out a specific resume?

What are my skills?

Who are my references?

What experience is relevant to the position I am applying for?

How far back should my work history go?

Preparing the Resume

Your Contact Information

- Be sure to include your Name, Address, Phone Number, and email address
- Make sure your phone number is current, has voice mail, and is checked often. You don't want to miss a request for an interview, and an employer likely won't call back a second time.

Your Objective:

State your objective

- This is a one or two sentence summary of your skills, experience, and education
- Explains if you are a career changer
- If you are new to the job market, you can explain how your career goals align with the company

Keep it concise

Tailor it to the position

Set the tone for the rest of your resume

Lead with your strongest attributes

Note any certifications, licenses and degrees that are relevant to the position

Describe how you can add value as an employee

Skills and Abilities

Present your skills and abilities honestly and be prepared to back them up with examples should you be given an interview

- Examples of skills employers often look for:
- Problem Solving
- Communication
- Teamwork
- Organization
- Attention to detail
- Provide great customer service
- Current First Aid, WHMIS, etc. (with expiry dates)
- These are just some ideas of skills, the jobs you are applying for will determine the skills you highlight. Read the job description carefully and be sure to address the needs of the employer.

Work Experience

Start with your most current position, then previous position, etc

Include your job title, the company name, and the dates you were employed

Add up to 5 points that summarize your achievements in each position

If you have many years of experience, you may want to limit your positions to the last 10 or 15 years

Sample Achievements

- Organized files for customer data
- Created a Spreadsheet to track customer inquiries
- Successfully provided customer service in a busy environment
- Responsible for ordering office supplies
- Processed cash, debit and credit transactions accurately
- Include any awards or recognition you received at the job

References

Including your references on your resume will make you easier to hire

- ▶ Get permission from your references
- ▶ Select responsible people who know your work ethic
- ▶ Choose people with whom you had a good working relationship

Tips

Write it yourself

Make it ERROR FREE

Be brief and relevant

Be honest

Use positive and specific language

Avoid anything negative

Look up sample resumes on-line, but make sure your resume is unique and tailored to you and the positions you are applying for