

10 Steps to Writing Your Résumé



What is a résumé anyway?

- A Résumé is your life story on a sheet of paper.
- It tells a prospective employer who you are, what you've done, and why they should hire you.
- If you want to get a job, you'll probably need a résumé.



What does a resume do for me?

- The only job a Résumé has is to get you an interview.
- Period.
- *A Résumé will not get you a job!*
- A series of good interviews gets you a job.



What is and isn't included?


- You don't need to tell an employer absolutely all there is to know about you.
- They do need to know about your skills, knowledge, and personality traits that may be needed for a particular job.

How do I decide what to include?

- Pick out which of your many skills are most important for different positions.
- Present them in such a way that the prospective employer can quickly and easily evaluate your qualifications.


How do I write a resume?

- Gather your resources.
- Collect your data.
- Remember the tips.
- Follow the 10 steps.




Resources you will need

- Collection of résumés from family and friends.
- Résumé books with samples (optional but highly desirable).
- Classroom or Library Reference Materials.




Resources you will need

- Access to Internet Resources (optional).
- Page Layout Software (with Résumé Templates if possible) (see online resources below).
- Plain or color paper.
- Laser or inkjet printer able to handle chosen paper stock.




Data you will need

- Your Name.
- Address.
- Phone Number.
- Fax Number.
- Email Address.
- Web Page Address.




Data you will need

- Job Objective or Career Goal.
- Education.
- Employment History.
- Professional Societies and Organizations.




Data you will need

- Personal Data (if pertinent to job).
- Hobbies and leisure Activities.
- Military Service.
- Personal History.
- Biography (of business owner, key members of organization, officers, etc.).




Tips to follow

- Generally start with work history unless you have none, then start with educational background.
- Start with present or most recent experience (job or education) and work back.
- Don't write in the third person but don't overuse "I".



Tips to follow

- Include dates for school and jobs but not your age or birth date.
- Keep personal data to the minimum.
- If hobbies or leisure activities enhance your image, consider using them.
- If they can be directly tied into your job objective, use them.



Tips to follow

- Do not include personal references directly in the résumé, use a separate sheet.
- Don't tell why you left previous jobs (that discussion, if pertinent, is best covered in the interview).
- Don't discuss salary.
- Be honest.



Tips to follow

- Brief is best, try to keep your résumé to one page (front only) and not too crowded.
- Leave adequate margins (space around the edges).
- Make the résumé pleasing to look at but don't let it become so elaborate that its appearance overshadows the content.

Tips to follow


- Stick with 1 or 2 fonts, no more.
- Use highly readable fonts.
- This is not the time to show off all the cute characters you have at your disposal.
- No clip art or graphics.
- Proofread! Proofread! Proofread!

Step 1

- Decide what kind of job you seek.
 - Be specific and know what the qualifications and desired skills are.


Step 2

- Write down everything you can think of about yourself.
 - List every job you've ever done (real jobs, household chores, extra jobs at school such as hall monitor, line leader, or crossing guard).




Step 2

- List your education — schools, grades, special classes (such as a basket weaving class or a karate class).
- List your extracurricular school activities (football, band, chess club, debate team).



Step 2

- List your activities outside of school (camping, skateboarding, raising chickens).
- List any awards you've won, honors you have received, or special recognition.



Step 3

- Research résumé writing and choose one or more formats that you feel will work for you.

Step 4

- Look at sample résumés you have collected.
 - Identify those that have a style or format you might like to imitate or borrow.
 - See how much detail each type of résumé includes.

Step 5

- list the major components of your résumé.
 - Mark out any components you wish to omit from your résumé.
 - Arrange your personal information in chronological, functional, or other appropriate form.

Step 6

- Write an objective for your résumé (based on #1 above).
 - Even if you don't plan to use a Job Objective in your résumé it will help you decide what information is needed and what can be safely omitted based on what you hope to achieve.

Step 7


- Sketch out some rough ideas of how you want your résumé to look.
 - Try out different formats to fit your text.
 - Edit your text to fit your layout.
 - Feel free to experiment.

Step 8

- Using the software available to you, transfer your rough draft to the computer.
 - Your software may have templates or wizards that will provide you with even more ideas.

Step 9

- Print your final design.
 - Use plain paper for your draft version that you will use for the next step.
 - Use a good quality but subtle résumé paper for your final version.



Step 10

- **Proofread! Proofread! Proofread!**
 - You cannot proofread too many times.
 - Use one pass for content, one pass for spelling, and another for grammar.
 - Enlist others to proofread it as well.
 - Repeat steps 9 and 10 until you reach the desired results.
