

# **The Inside Scoop on Writing a Resume That Will GET You the JOB!**

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# The Inside Scoop on Writing a Resume That Will GET You the JOB!

## Make Yourself A Viable Candidate with Your Resume

You may be wondering what it really takes to have your resume to the surface in a candidate search. The answer to that is simple in that most employers are all looking for the same thing. They were all willing to be a part of a survey that was conducted and all of them were willing to list the things that they look for and this is what they recommend to new applicants:

- Follow application directions. You have to be careful to enter the correct data in the correct field and apply just as you are asked to.
- Ask for help and/or advice on completing the application from anyone that you may know that works there.
- You will want to custom make your application information to the specific position that you are applying for. Don't copy and paste text from your generic resume.
- Use special key words, buzz words, and industry lingo. Employers search on key words when they're looking for people to fill specific positions.
- Create a skills list section on your resume even if the application doesn't actually ask you to. You might put this in a comments section.
- You are going to want to add numbers and statistics if they are available.
- Complete all fields even the ones that aren't required.
- If the company offers an optional assessment test online, take it. They are there for a reason.
- Make sure your resume can stand on its own in a very simple format. Fancy bullets, text, italics etc. do not convert well in an electronic application.
- If and when it is possible, spell check and grammar check your application before submitting it. You are going to want to have an error-free application because this application serves as the employer's first impression of who you are.
- You will want to add a strong objective. If it helps you can ask a career counselor to help you word your objective.
- Make an effort to find another use for the comment section in that you can use it to demonstrate that you've done research on the company and the industry.
- Use direct quotes whenever you can from letters of recommendation in your resume or cover letter.
- Always be sure to follow up your electronic application with a personal e-mail to the recruiter. This shows you are serious about getting the job.

As more and more companies are beginning to use modern technology to find new employees quickly and efficiently, you are going to have to find new methods to draw attention to your application. The best way to do this is to be precise and direct in your approach. That is the best thing that you can do.

## **The Importance of An Online Resume**

These days more and more employers want their prospective candidates to find job openings on company web sites or Internet job boards like career builder and monster.com. They require online applications and they prefer to communicate with potential hires through e-mail. Hiring with the aid of technology is a time and money saving proposition for modern businesses. It has maximized their efficiency in the candidate selection process and gives them the chance to search for their employees rather than being bombarded by them on the job.

Employers say they can advertise to a wider, more diverse candidate pool when they go online and this in turn means that you've got more competition than ever before! You will need to find matches for hard-to-fill positions, easily share resumes of qualified candidates with hiring managers, fine tune the hiring process, and tighten the timeline between the need for a new employee and the date the employee starts on the job.

Employers say that using the company's own online application system is the fastest way to get your resume into the right hands and there are always websites that help you connect to them. When you are writing your online resume, you will want to make sure that your focus should be on making your application different from the others to avoid its being overlooked by the various employers out there.

In general, applications that are submitted online go directly into the employer's applicant data base. A hiring manager who really needs to fill a position enters keywords to search the data base and find the applications for all of the people who are the best fit for the job. Those results become the candidate pool. This is where you want to be placed in. the more original your application is the better for you. This is when you will want to add all of the things that you feel will make your skills or experiences seem invaluable to the employers. Then placing your resume on an online database, you can let the employers come to you while you are on the grind on your own.

## **Get Help to Update Your Resume**

Even if you are not looking for a new job it is a good idea to keep your resume updated because you never know when the right opportunity will come up. By getting some help writing your resume, you can dramatically improve the quality of your resume. It doesn't matter if it is a friend or a professional service that helps you write your resume because the advantages of having someone take a glance and quick pens to your resume on your behalf are amazing. It is particularly difficult for most people to really evaluate themselves fairly and accurately, which is why another set of eyeballs on your finished product can often set you straight.

Resume writing is an area of deep expertise for those people that choose to do it. Many different services will specifically hire people and professionals to assist you in the creation of a stellar resume for you. These services are often writers and editors who have studied the art of writing a resume and who know what companies and universities are looking for in a resume.

Some services even hire Ivy League graduates from Yale and Harvard just so that they can give resume writing help to people looking for assistance.

If you plan to use a service for getting help writing a resume, it is important to know who is helping you. Be sure to check their credentials and background so that you can make sure you're getting resume writing help from someone who knows what he or she is talking about. Most of these services charge a fee, and it is obviously stupid for you to pay money to someone who doesn't know what he's talking about.

No matter whether or not you hire someone to give you help writing your resume, you are going to want to be sure to share it with someone before you actually submit it to companies. It is very easy to overlook errors on a resume, particularly because you are likely to stare at it and edit it many, many times before you actually think of making it a submission. It is even possible for you to spell your own name wrong if you are not paying attention so hiring a professional can really be a good service to you. If you are in need of resume writing help, you can always look online for help or in your local classifieds. Just be sure to check the testimonials of clients and look for a good reputation. That will help you out very much.

## **Types of Resume Formats**

There are a number of different formats that you can use in writing your resume. You can choose from any of them in creating yours. Each different format will be used to highlight your skills etc. in any particular field. For example, if you are applying as a waitress, you will want to highlight your skills and duties in this area so your resume is going to be aimed at the format of professionals in this field and your skills and qualifications would be more important to include.

However, if you are writing an executive resume you will want to highlight your experience and accomplishments. For the most part, unless you have studied at an Ivy League school, you will likely not have to place too much emphasis on your school history. For example, if all that the job you are applying for requires is a high school diploma than you can simply skip that part all together and mention that you meet all of the requirements for the position in your cover letter.

Of course if you are using your resume to get a general job, you will want to highlight all of your duties so that your prospective employer knows that this is an area that you have already demonstrated in the past. What can be very complicated in creating your résumé's format is if you are applying for any job in a company and do not really care which. For this you would want to show your diversity in your format. This would naturally more emphasis on your different job experiences.

In general, resume formats should include items such as: qualifications, experience, references, and special accomplishments. After that what is needed pretty much varies by the job you are looking to get. If in sales, you will want to focus your attention on your accomplishments in this area or a similar one and your personality in general. This would be more along the lines of your CV. This is the document that you will be using to describe yourself on a personal level.

When it comes to a job like sales your experience with dealing with people is your most important ally.

With so many formats to choose from, it can be difficult to choose between them but if you really think about it; it doesn't have to be impossible. Just think about what is being highlighted in your resume and what type of impression you want to give. Just so that you know, most resumes are best served if written in 12 point, Times New Roman font. Just make sure that the headlines are bold and a bit larger so that they stand out and give the employer an easy to see format of what he or she is looking for.

### **Creative Resume Writing**

Being creative in writing your resume does not have to be difficult or take anything away from your words. When you are thinking of applying for a new job, the skill of cover letter writing is really worth taking a close look at because there are many people out there who spend a tremendous amount of time and effort perfecting their resume, only to speed through the process of cover letter writing.

This is a potentially large mistake, as the cover letters are the first and sometimes the only things that a hiring manager will see about you. This is because there are many applicants applying for the same position at one time and how you express your interest in a position may just be all they need to know before deciding on an interview.

The cover letter is only part of your creative resume writing process. It always helps for you to be able to put together a CV. Students, professionals, academics and anyone who is actually planning on applying for a new job can benefit from *curriculum vitae* writing tips. Typical curriculum vitae which are often referred to as CV differs slightly from a standard resume because it contains substantially more information than just your education and prior job experience. A CV should also include any other information about you that is relevant to the job that you are applying for. A CV offers so much more personal information about you and your abilities and has become a primary aspect of writing a resume these days

Of course, the curriculum vitae are not all there is to it either. You can always use some creative margins or separation partitions for each category. The only that I would strongly suggest that you avoid is fancy fonts etc. You can place your resume on CD or you can offer a video resume option for those employers that would prefer to see you. With the Internet you can post your resume online at job portals or you can even create your own resume website that has all of your stats on it. You can get very creative with posting your resume online. If you want you can place an ad in the paper that shows your resume as well. It is a great and creative way to get your information out there to employers and make them come to you.

If you want your resume to stand out there are many ways to do it, but just remember not to take the info about you and make it so that you get overlooked all together. In other words, do not replace substance with style.

## **Curriculum Vitae Writing Tips**

Students, professionals, academics and anyone who is actually planning on applying for a new job can benefit from curriculum vitae writing tips. A typical curriculum vita, which is often referred to as CV, differs slightly from a standard resume because it contains substantially more information than just your education and prior job experience. A CV should also include any other information about you that is relevant to the job that you are applying for. A CV offers so much more personal information about you and your abilities and has become a primary aspect of writing a resumes these days.

The first difference between a curriculum vitae and a traditional resume is how long it is. Professionals will quickly advise you that resumes should fill up one or if it is really needed two pages. A CV, though, can be longer if has to be. It is not uncommon for curriculum vitae to be at least three, or as many as 10 pages long if you want. Some people just really need that much space to write their qualifications.

The next aspect of the curriculum vitae is to include, in detail, any special licenses or awards that you have been given. If you have published books or articles, have taught courses at a university, or if you are affiliated with any academic or professional groups or organizations, they should also be included on the curriculum vitae. The CV is your chance to show every bit of your personality and life and your achievements. What this means is that this is the time for you to brag your guts out. There is no such thing as tooting your own horn too much with a CV because that is what this is for.

The best of the curriculum vitae tips might be to remember that the term curriculum vitae is derived from the Latin meaning of course of life. A CV is meant to be a written depiction of the course that your life has taken to this point and your entire volunteering etc. is going to be put in here. Whereas in a traditional resume you need to be concise, a CV is an opportunity to further explain your many achievements in whatever depth you see fit.

Writing your CV is a lot of fun for many people because it is just a great opportunity to talk about yourself. Most of the people that write a resume are not even aware of the fact that a CV can often be better than a cover letter which is only meant to express your interest in a job and give brief accounts of what is to be expected in the resume. Your CV can often be the final deal maker in your getting a job so you really want to think of writing yours today!

## **Writing Your Cover Letter**

When you are thinking of applying for a new job, the skill of cover letter writing is really worth taking a close look at because there are many people out there who spend a tremendous amount of time and effort perfecting their resume, only to speed through the process of cover letter writing. This is a potentially large mistake, as the cover letters are the first and sometimes the only things that a hiring manager will see about you. This is because there are many applicants applying for the same position at one time and how you express your interest in a position may just be all they need to know before deciding on an interview.

Unlike a resume, the cover letter has to be fine-tuned each time you send it out. A resume can be frequently printed in bulk; after you create and edit a resume, you can generally let it just be there for a little while before making significant changes to it. Cover letters, on the other hand, will change literally every time you send them out because they need to be tailored to the company and position you are applying for.

How will they change, you may ask? Just to point this out, you should always address each letter to the hiring manager personally. You should never use general salutations like "To Whom It May Concern." This is not just impersonal; but it also demonstrates that you haven't taken the time to research the company to which you are applying. With the resources of the Internet, it is easy to find out the identities of human resource directors; so you should take a few extra minutes to find out some names, and you may be rewarded with a lucrative job in the end.

Chances are that you will be applying to firms that don't all do the same exact thing either. When you're writing a cover letter, you should tailor each sheet slightly to the company to which you are sending it because this is just smart sense. If you mention some specifics about the company's product or staff members, you will demonstrate that you are interested in the company. This works by mentioning casually something that the company has done recently. Even better, if you've met or spoken with someone at the company before, a little bit of name dropping can not hurt you. These personal touches help considerably in the creation of winning cover letter writing.

## **How to Write an Executive Resume**

When it comes to writing an executive resume, it helps to know that it differs from that of standard resume writing. Executive positions are typically rarer and they also have the potential to be far more lucrative than entry or mid-level positions. The expertise and experience that is generally expected of an executive mandate a more sophisticated and in-depth resume.

Someone that is thinking of applying for an executive position is going to have to have established a considerable amount of life experience. It is necessary in executive resume writing, then, to get rid of those items that are often mentioned in general resumes which would less impress a human resources director. For most executives, high school is frequently a distant memory; it's a fair bet that it would be odd for an executive applicant to keep this in their resume.

Executive resume writing also involves the need for including a list of your career accomplishments. It is not enough for an applicant that is looking for an executive position to list his or her overall duties at a company. A soon to be executive should also be able to separate him or her from the other applicants by being able to demonstrate their past accomplishments at the beginning of the resume. It's okay to be specific in this section; such as in giving dates and amounts which should be spelled out clearly so a hiring manager can see and assess them easily.

The design of a resume for a typical executive is often a bit more plain than that those of many other lower positions. It is better to come across as a bit more conservative in this department; in areas such as your font choice and layout should convey seriousness and confidence. A company will want an executive to possess these qualities, and this is something that really does come across subtly in the details of resume design. The more plain and to the point your resume is, the better.

## **Common Resume Writing Mistakes**

When you are writing up your resume, you want to get a great job, right? You know that you are going to need an awesome resume to get you on your way to an interview. Doesn't it make sense then for you to present your credentials in the most amazing way possible so that the employer can't help but call you for an interview?

This is the general opinion that would make sense, and yet, resumes end up on the desks of human resources personnel every day that are distinctive in their absolute inattention to detail. If you want your resume to be a good one that gets read you are going to want to avoid the following mistakes that I will list for you.

Everything on this list is more like common sense but it doesn't help to be prepared. One of the reasons that these mistakes are often made is that some job candidates have no idea how to create a professional document, and they are also unwilling to take the time to learn how to do it either. Not to mention, many people are just too lazy to be bothered. They also do not want to spend the time that it takes in order for them to compose a great resume, much less proofread their material after they are done.

Employers have no time to waste on people who are not going to make the effort to ensure their resume is free of errors. Those are not the kind of people they are looking to hire.

### **Here is a list of the common mistakes to avoid:**

1. Take the time to create a professional resume that stands out because it is exactly what employers are looking for and you will be far ahead of the competition
2. Proofread all of your material and then proofread it again. Be sure to use your spell check options. If you have to have your neighbors, friends, family and anyone else you can get to review your resume for you. Ask them to look for typos and grammar errors.
3. Do not use small fonts like those that are size 9 and under. Do not use too many different fonts in the same document either. An employer is going to scan your resume, not fully read it. If the type is hard to read or is difficult to follow, no one is going to spend any time on it at all. Keep the type at least at a 10 point and use one font at a time. Make it easy on the person who is going to be reading it.

4. Know that if your resume highlights your previous or current job duties but omits the actual skills you have mastered or the accomplishments you have made, the person who reads it will not be able to see your special talents and abilities.
5. Make sure that you focus your attention on what you have to offer rather than what your responsibilities were in your past jobs. Whenever it is at all possible you should include numbers with your statements. Instead of saying you helped the company you should explain how you did it. You have to be specific because vague assertions have no value.
6. Do not get so wrapped up in the way the resume is supposed to look though that you forget to answer to what it is supposed to get across.
7. Be clear with what you want to say. Don not ramble on and repeat yourself over and over again. This will only make your resume too hard to scan through.
8. Do not use colored or scented paper. It may look cute to see that on movies like Legally Blonde, but in real life it is just annoying and takes away from the body of the resume.