**Resume Writing 101**

What type of resume should I use?

* Chronological
  + Most common type of resume. Lists work experience first in reverse chronological order (most recent job first). This type of resume is best used if you have a consistent, stable work history and intend on staying in the same field.
* Functional
  + A more flexible resume format. Focuses on skills and experiences relevant to a position, over work history. This type of resume is best used if you are changing career fields or if you have gaps in your work history.
* Combination
  + A good mix of the chronological and functional resume formats. The top of a combination resume emphasizes the skills (functional) while the bottom lists your work history (chronological). This type of resume might be a good template to use if have recently been laid off from a position you have worked for most of your career.

Should I type my own or use a template?

Generally it is wiser to type one from scratch. While templates can be helpful with formatting and used as a guideline, templates will set off Applicant Tracking Systems (ATS). These applicant tracking systems are programs recruiters use to scan through resumes at large companies. If an ATS is confused by a resume template, then it will not let that resume through to human eyes, so it is best to avoid templates when drafting up a resume.

Is there anything that should not go on my resume?

Yes, do not put down your height, weight, date of birth, marital status, sex, race, social security number or any other unnecessary personal information. Do not include a picture of yourself. Do not include salary or benefit expectations. Also do not include your references. References should be readily available for any interview, but not attached to your resume. Write down your references on a separate sheet with the same heading at the top as your resume.

**Please see the back of this section for a resume example**

Top 10 tips for resume writing:

1. **Limit your work history.** Employers are only concerned with the past ten years of work experience as it relates to the position you’re applying to. Leave older, unrelated jobs off of your resume.
2. **Don’t include graduation dates.** For any degrees or certifications you may have, dates are unnecessary. Simply put the degree and the field of study. If you have a Bachelor’s degree or anything above, then listing a high school degree or G.E.D. is not necessary.
3. **Don’t lie or exaggerate.** This one may sound obvious, but many people may overestimate their skills and end up accidently lying about their qualifications. For example, if you only know a few words or sentences of Spanish, then you should not put ‘Bilingual in English/Spanish’ on your resume.
4. **Avoid using “I” or “My”.** With your name at the top of the page in your header, it is assumed all of the work experience and skills belong to you, hence saying “I” or “my” is unnecessary.
5. **Customize your resume for each position.** Every different position you apply to should have its own resume for it. It’s ok to have versions of your resume serve as templates (for different industries, for example), but you should still tailor your resume to the job description.
6. **Shoot to have your resume be 1 page in length.** Recruiters and hiring managers spend about 7 seconds on average looking at an individual resume, so there is no need for anything longer than one page. Two pages, however, is acceptable.
7. **Objectives are outdated.** Recruiters and Hiring Managers no longer want to see an objective toward the top of your resume, but rather a Summary. A summary is two sentence statement relaying the most important information about your professional self (i.e. number of years of experience, education & credentials, key skills, etc.)
8. **Include keywords from the job description.** Applicant Tracking Systems are used by larger companies to scan through resumes, searching for keywords to push forward matching resumes to human eyes. Be sure to read through the job description and put those keywords on your resume.
9. **Use quantitative statements.** Employers like hiring people who can prove their value as a candidate through measurable means. List numerical results of your efforts from your work history on your resume to let prospective employers know what you can do.
10. **Be prepared to email/upload your resume.** Practically all of your job applications will be online through sites like Indeed.com or directly through company websites, so make sure you know how to attach your resume to an email or upload it to a website without losing your formatting.

Applicant Tracking Systems

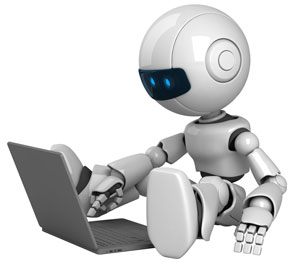
What are applicant tracking systems?

As previously mentioned, applicant tracking systems are programs used by mid to large sized companies to scan through the applications they are receiving. Recruiters and hiring managers at these companies give the applicant tracking systems a list of keywords from the job descriptions and tell the systems to look for resumes with the matching keywords. Resumes that “pass” this test have an appropriate number of matching keywords and are placed into the “Yes” or “Review” category by the applicant tracking system and proceed to be looked at by human eyes. Resumes that “fail” or do not have an appropriate number of matching keywords are placed into a “No” category and are not viewed by human eyes.

It is important to recognize these systems exist and can make job hunting a little more difficult for all of us. There are ways we can get around them, however, to get a real person looking at our resume. As previously stated, it is important to tailor each resume to a job description. Use keywords from the job description in your resume to satisfy those requirements set by the company (these keywords are often skills necessary to do the job, so you should have them already!). Be sure to use a good amount of these keywords; not too many, nor too few. Avoid using any fancy templates, margins, or fonts, as these will confuse the applicant tracking system and automatically put your resume in the “No” pile. Type your own resume, stick to the standard 1” margins and use the following recommended fonts: Arial, Verdana, Tahoma, and Calibri. Times New Roman was once an accepted font, but it no longer is accepted and will confuse applicant tracking systems.

Other items to avoid putting on a resume:

* A picture or any graphic
* A different color background other than white
* Different color fonts other than black

**While the majority of companies using applicant tracking systems are on the larger size, it is important to recognize that they are getting cheaper and easier to use by the day. Smaller, family owned businesses may not use applicant tracking systems any time soon, but smaller companies certainly will as they decrease in price.**

**Resume Guideline**

Complete the following worksheet to help you organize your thoughts before writing your resume.

**Summary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Work Experience:**

Complete the following on any of your current or previous employments you think will be relevant for the kind of job you are applying for. Be sure to list your work history beginning with the most recent position and work backward from that point.

Position/Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked (from/to):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Duties & Responsibilities:

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Name of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Duties & Responsibilities:

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Job Duties & Responsibilities:

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**Skills**

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**Education** (If not finished, use: Pursuing Degree, Credits Earned, Expected Graduation Date)

Name of School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Attended (from/to):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diploma/Degree:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coursework/Curriculum/Relevant Classes

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**Training:**

Name of Training Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Training Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community/Volunteer Work:**

Position/Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked (from/to):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Duties & Responsibilities:

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Position/Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked (from/to):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, State):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Duties & Responsibilities:

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**Accomplishments & Achievements:**

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**Organizations/Memberships/Affiliations:**

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**[Reference Sheet: YOUR HEADER SHOULD GO HERE/THE SAME AS ON YOUR RESUME]**

References

Name ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City, State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cover Letters**

What is a cover letter?

While a resume serves as a list of you qualifications and work experience, a cover letter is a tool to convey this information in an expanded and more personal format. A cover letter is essentially your resume verbalized according to your unique character.

Can I use a template for a cover letter?

Recruiters and hiring managers read through hundreds of cover letters, so you do not want something that is too ‘cookie-cutter’. Your cover letters should stand out from the applicant crowd. Cover letters should also be tailored to each job you are applying to. It is ok to find a particular style, format and work experiences you like using, but be sure each new job has a new cover letter.

What goes in a cover letter?

A cover letter should include carefully chosen anecdotes from your professional experience which demonstrate to a recruiter/hiring manager how you will be able to add value to their company.

Specifically, here are the most important details necessary for any cover letter:

* How your work experience meets the job requirements
* How your skills meet the job requirements
* Why you want to join an organization

How should I begin the writing process?

Before you actually begin to write a cover letter, be sure you have read over the job description and produced a resume matching it. After those tasks are completed, ask yourself the following questions to brainstorm content for your letter:

* What attracted you to this job?
* What excites you about this company?
* What kind of person is the company looking for?
* What experiences do you have that demonstrate you can do the job?
* If hired, how would you add value to the company?
* Why are you the best fit for this job?

\*\*\*If you are having difficulties answering these questions, then you might want to reconsider applying for the position\*\*\*

**Please see the back of this section for a cover letter example**

**Sample Cover Letter**

Robert Jobsearcher

1200 Job Searching Avenue

Allentown, PA 18104

Cell: (610) 456-7890

[robert.jobsearcher@gmail.com](mailto:robert.jobsearcher@gmail.com)

June 25, 2020

Typical Recruiters Inc.

1900 Employer Street

Allentown, PA 18104

Dear Hiring Manager,

My name is Robert Jobsearcher, and I bring five years of office management experience with professionalism and precision. Recently, I came across an opening for an Administrative Assistant position through your job posting on Indeed.com. After reviewing the job description, this position seems to be a great match for my experience and skills. I hope to bring my innovative abilities to this position.

I possess a great talent for innovation which I have demonstrated in my work with Hager Staffing Firm LLC. At Hager, I served as an administrative assistant and was tasked with updating the company’s database and file management system. After reviewing the way the database had operated, I decided it was best to simplify the information in order to make it easier for staff to read by building a new database spreadsheet and transferring the records from the antiquated database. The newer sheet allowed recruiters and staffing managers to more easily pull client and candidate information for their differing tasks. The firm was able to increase candidate placement by 25% in the six months following the implementation of the new system due to reduced downtime searching for information and client satisfaction increased by 20% during the same time, as well.

I am confident my inventive skills and professional background will allow me to help grow your business, should I be considered for employment. I would be excited for the opportunity to discuss this position further. Please feel free to reach me at [robert.jobsearcher@gmail.com](mailto:robert.jobsearcher@gmail.com) or (610) 456-7890. Thank you for reading my letter.

Best,

Robert Jobsearcher