

The Complete Career Book for All Job Seekers
The New Third Edition, revised and updated

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**Third
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**Resumes
& Cover
Letters**

FREE Resume Consultation!
DETAILS INSIDE

**"An essential guide for the
serious job-hunter."
-Rodney Gee, Manager of Staffing, Motorola, Inc.**

STEVEN PROVENZANO

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Expert Resumes: Still Required for the Digital Job Hunt

Getting Better all the Time

At the time of this writing, unemployment remains below 5% and in just a few short years, the overall U.S. Economy has made an impressive comeback. Millions are back to work, but wages still need to climb. Manufacturing is showing a resurgence, and Healthcare hiring remains relatively strong.

Here's a list about the Top 10 Jobs available on LinkedIn at the beginning of 2017. This is from an article in Money & Career Cheat Sheet, and it's condensed here. Note this does not include these same jobs and many others which may not be posted on LinkedIn, or which are filled internally. Additionally: Jobs for occupational therapists, nurses, home health care aides, genetic counselors, and financial advisors are set to increase by 25% or more in the next few years, according to the Bureau of Labor Statistics:

1. Cloud and Distributed Computing: 1000+ posted on LinkedIn
2. Statistical Analysis and Data Mining. Number of jobs on LinkedIn: Roughly 10,000 statistical analysis jobs and approximately 12,000 data mining jobs
3. Mobile Development: 6000+
4. Storage Systems and Management: 32,000+
5. User Interface Design: 3000+
6. Network and Information Security: 7000+
7. Middleware and Integration Software: 10,000+
8. Web Architecture and Development Framework: 35,000+
9. Algorithm Design: 1,300+
10. Java Development: 10,000+

No matter what anyone tells you, people are getting hired every day across America. Of course, competition for good, well-paying jobs is always tough, and as companies get leaner and meaner, an equally lean and mean resume is essential to your job search

As a former Corporate Recruiter, Career Coach and CPRW for more than 20 years, I can confirm that your resume is your life, your career on paper, and often the first

impression employers will have of your skills, experience and professional standards. If you're lucky, that piece of paper will get about 60 seconds to impress a potential employer and get him or her to call; it's gotta be perfect.

The Big Picture, in the Age of LinkedIn

Most of my resume clients are top professionals and executives. I've written resumes gaining positive response rates up to 30%, including calls from employers, interviews and new positions. This is an excellent response, but not impossible when using the writing techniques in this ebook.

As mentioned, up to 90% of employers are using LinkedIn profiles to find and recruit new talent. When your Profile/Skill section is written using the techniques in this ebook, it can be modified and used as the beginning of your LinkedIn Profile, and can dramatically increase your response rate from all types of employers.

Take the time to use the samples and tips in this ebook because it can make the difference between getting a job next week or three months from now, or between a starting salary of \$60,000 or \$73,000. I've seen this happen many times, and there are several reasons why.

“Basic” Vs. Effective Resumes

If you think writing a resume is simple, you're doing it wrong. Many job seekers write brief descriptions of their work history and education, use a standard MS Word or other such “resume template” software, and hope for the best. The results are usually not very good — they probably don't know what they're up against.

A typical CareerBuilder.com or Monster.com advertisement can draw hundreds, even thousands of resumes in just a few days. Research tells us most of these have only a few seconds to grab the reader's attention and get him or her to read the entire resume, let alone call you in for an interview.

When people send me their materials and ask me to write a “simple” or “basic” resume, I tell them there's no such thing. There are only resumes that are more or less effective, depending on how well they are written and utilized.

Writing a great resume becomes easier when you think of it as a discovery process. This is your chance to analyze your knowledge and accomplishments in your chosen field and decide what direction your career should take. This process helps prepare you for interview questions and can actually create new career choices, because you may see your experience as being applicable to new positions or even whole new industries. Even in the age of LinkedIn, resumes are here to stay as a necessary part of the business world.

A resume can lead to more and better interviews, or it can cost you job opportunities. The resume game is a numbers game, and the only way to win is to out-write your competitors. Don't let someone less qualified than you get *your* interview just because he or she has a better resume!

Keeping It Real

Contrary to books that claim otherwise, a resume cannot get you a job, only you can do that. But a resume certainly can help you get decent interviews. It can also prevent you from getting a job, when it's ineffective and employers ruthlessly "weed you out" because of it. Believe me, this happens every day. Once you get some on-target interviews, the resume becomes secondary and you get the chance to sell your qualifications personally.

I encourage you to respond to advertisements as part of your job search. But keep in mind that many of the best positions are never advertised, and are filled through personal networking or referrals.

Tipster ...

Personal networking is the best way to get a job. Talk with former coworkers and clients, friends and family members, and call target companies directly.

Market studies show that 70 to 80 percent of professionals get their jobs through direct or social networking (i.e. personal referrals, or sites such as LinkedIn and Facebook), about 10 percent are filled through search firms, 5 percent through mass mail/email, and only about 5 percent through the large job boards such as CareerBuilder.com or Monster.com.

Still, an excellent resume is essential for all these methods and you should always be prepared: keep five or six resumes in the back seat of your car in a 9 – 12 envelope. Don't laugh, I found my first Corporate Recruiting job this way. You never know when you'll need an excellent resume.

Job listings may be helpful, but you may find that many pay less than what you're making now, or that you're overqualified or underqualified for them. See Chapter 11, "Using Your Resume Effectively," for alternative uses of resumes.

Just What is a "Top Secret" Resume?

This ebook is called *Top Secret Resumes & Cover Letters* because it contains *improved and refined* writing and format secrets used by many (though certainly not all) professional resume writers nationwide.

After working for some of the nation's largest resume companies, perhaps the most valuable secret I could tell you is that while there are many excellent writers in our industry, there are some who aren't quite as good as they claim to be. Mom-and-pop shops open and close on a regular basis, and it seems everyone with a computer and time to spare is an "expert" on resumes. It's important to understand that quality of work can vary widely, just as it does in any industry.

Getting Help from a Resume Service

If you seek assistance from a resume writing or career coaching service, be sure the writer you select is not merely a typist, a printer, or someone with a background only in Human Resources or Recruiting. He or she should have written at least 1,000 resumes and should have at least five, preferably ten years of full-time experience. They should also be a CPRW; resume professionals don't do this as a sideline. The person should have at least

a Bachelor's Degree or extensive training in Journalism, Writing or English, and should be able to call you personally to discuss your particular resume.

Getting an experienced writer to proofread, edit or assist with your resume can be extremely valuable. Be sure their writing techniques are at least similar to those used here. At any time throughout this process, you may send it to me directly for a free, confidential, no-obligation review.

Following your review, you may request that we write or edit your resume. At that point, we would conduct a full interview via phone, and complete a custom resume that meets your specific needs. We can also target your resume to employment services and headhunters by geographic location, industry, type of work and income desired, and send you a full list of those who receive it, complete with names and phone numbers so you can follow up. This is a great choice if you feel your resume is already as good as it can be. *If you use any of our services, we will credit you the price paid for this ebook.*

See the last page of this ebook for contact information.

Resume Style and Philosophy

The resumes in this ebook not only have impact and raw data; they also have a degree of style and grace, things you must keep in mind when writing your self-marketing tool. Of course, no resume guide can tell you the exact wording that'll work best for you, but these resumes demonstrate techniques I've used successfully for thousands of clients in almost every field. They are the direct result of feedback from my clients and employers, and were refined through trial and error. Not every profession is represented, but I've included a cross-section of the most common positions. Names of job hunters and companies have been changed of course, and I encourage you to check as many samples as possible for keywords and phrases to use in your resume.

It is best to read this entire guide before sitting down to write, but you may also skip ahead to the resume examples for words and phrases that best suit your needs. If you still need help writing about yourself, you may call us during regular business hours. Because many resume guides offer conflicting advice or less effective/outdated formats, look for language related to the job you're seeking and use the formats and writing techniques presented here.

A list of active verbs is included for use in both the Profile/Skill and Employment sections, discussed later. As for adjectives, be sure to use them sparingly. When managers or personnel representatives come across vast wastelands of subjective, personal attributes or gobbledygook, they may just scan every job title you've had and look for one that vaguely matches their needs. If one doesn't catch their eye, then it's on to the next one in the stack and all that expensive paper and typesetting was for naught.

Heck, that's what I did as a Corporate Recruiter. Remember, it is always *content* that matters most, especially since most resumes are emailed. Paper, typeface and format are important, but as you'll see, they run second place to content in the mind of the reader.

Getting Started: The Raw Materials

Assessing Your Skills and Abilities

Before you can write anything about your background, you need to start answering every employer's question: "*What can you do for me?*"

The *personal assessment sheet* and worksheets at the end of this chapter will help you organize your thoughts. Although your resume will begin with a Profile/Skill section, it's best to stand back and take a long look at any on-the-job work experience, training or education related to the position you're seeking. (For those without any relevant work experience, this means getting an idea of how your overall life experience - the things you've learned - relate to the position you're seeking.)

With that historical content in hand, you must then *extract* the best skills *gained* from your jobs, education or *anywhere*, then develop and market them in your Profile/Skill section, *whether or not you've used them on the job*.

Job Duties and Accomplishments vs. Transferrable Skills and Abilities

Your Job Duties and Accomplishments (typically the Employment section on your resume), represent where and how you *applied* your skills and abilities, and the results attained for employers. This includes duties and everyday tasks, as well as achievements, such as the ability to meet or exceed sales quotas (by what percentage?), success in developing new product designs or business systems, and so on. When writing your resume, you'll use only the best of these.

If you have little or no work experience, think of skills gained from the *type* of work you've done for college projects, charitable organizations or special groups: "report preparation and analysis; data compilation and review; plan and conduct written and oral presentations in a professional manner," and develop this in your Profile/Skill section. This, combined with your education and knowledge of the field, will help project you as a viable candidate for the position. A new college graduate may have many abilities (developed through courses, special projects, internships, fraternities, volunteer or organizational work, etc.) and very little work history. The best way that person can get his or her first "real" job is to market all of his or her ability.

Writing your resume requires honesty and objectivity. Are you really proficient at *everything* you do? Of course not. On the other hand, don't take any of your applicable

experience for granted. It can be fatal to assume employers already know what you can do simply because they're already in a particular business.

Imagine yourself already in the position. Think about how your qualifications can be shaped into phrases a job incumbent would appreciate. If you're not sure exactly what field interests you, don't worry. Check the resume examples and just start writing. Write down everything you think of first, then narrow it down and make a short list of those items you feel are most applicable to the desired position. Make constant comparisons with the resume examples.

Items You Should Include in Your Resume

For help in nailing down these essential items, be sure to use the worksheets in Figures 3.1 and 3.2.

1. *Your name, email address, home address and phone number, accurately.* Sound obvious? Some people forget to include their phone number on their resume. As a recruiter with two corporations, I received resumes without phone numbers and, of course, those applicants didn't get far with us. You may omit your street address if that's a concern, but typically include your city, state and zip code.
2. *Company names and dates.* Unless you've had four or five jobs shorter than one year, include company names and branches or divisions, if that helps describe your responsibilities. Include the towns/cities and states, using postal abbreviations (e.g., IL). Dates are preferred: use months as well as years, or omit months if it helps you leave out jobs or cover your tracks, but be consistent!
3. *Job titles.* You should modify your job titles when needed for clarity and to give an identification that can be understood by as many employers as possible. For instance: Level Four Packer/Shipper may be written as Shipper/Packer and Assistant Collections Representative as Collections Representative.
4. *Job responsibilities.* Most employers must review your work history before considering you. Include part-time employment when the experience applies to the position desired. You may also include part-time jobs or volunteer work that shows initiative, self-motivation, leadership, organizational skills and professional communication abilities.
5. *Licenses and Certifications.* You should include licenses for Insurance and Real Estate sales and of course, other applicable credentials such as CPA. Include civil service or government grades and classifications when appropriate for the type of job you're seeking.
6. *Education.* List the highest level reached first and avoid listing high school education if you have a college degree. If you've recently left school with no hands-on or applicable work experience, describe your education right after your Profile/Skill section. Of course, education becomes less important as your hands-on work experience grows. Place it just below Employment if you have at least one year of applicable work history. You may include college

attendance and course completions even if you did not earn a degree.

Always ask yourself: is this applicable to my present career goal? Include additional professional training, especially if sponsored by an employer - it shows the company had confidence in your ability to learn and succeed. List which firms sponsored the seminars or college courses. Also include whether you *self-funded* more than 80 percent of college costs.

7. *Patents and Publications.* Definitely list articles published in magazines, trade journals and newspapers. You should also list patents on product designs or production techniques and summarize any technical knowledge gained in your Profile/Skill section.
8. *Professional groups.* Listing affiliations or memberships with professional groups shows you have an active interest in industry developments. It may also show that you share ideas with other professionals in your field. These affiliations can prove very valuable in your job search when you get to personal networking, discussed in Chapter 12.
9. *Languages.* You can mention your languages in a short line at the end of your Profile/Skill section and list your level of proficiency: “Speak conversational Spanish,” “Fluent in French,” “Read and Write Italian,” “Familiar with Russian.” Otherwise, list them at or near the bottom in a Personal section.

Items You Should Omit from Your Resume

In the resume examples that follow, you will see not see:

1. The word *Resume* the top of the page or *References Available Upon Request* the end. If your resume cannot be easily identified as such, something needs rewriting. Besides, would you want to work for someone who can't recognize a resume when they see one?! For references, write three to six names, titles and phone numbers of previous supervisors, if you are sure they will give you a positive reference. Have these printed on the same quality and color of paper as your resume. Bring this page along with your resume to complete the job application. The HR representative or hiring manager will probably call your last two or three employers and try to speak directly with your former supervisors if the company is serious about hiring you. Usually someone will check with you before contacting your current employer, but if you're concerned about confidentiality, mention this at the interview.
2. *Reasons for leaving a job.* If a potential employer wants to know why or how you left a job, they can call you and ask. This gives them a reason to contact you and gives you the chance to further discuss how you can benefit them. You should expect to be asked about reasons for leaving other positions, so prepare yourself prior to the interview. If your last few jobs were unusually short and there are genuinely good reasons for leaving, such as relocation or major company cutbacks due to industry trends, include a one-line explanation at the end of your job responsibilities. This is very rare and is suggested only if your employment history is spotty and you're getting no response from the first 40

or 50 resumes mailed.

3. *Salary requirements/history.* If an employer asks for this information in an advertisement or job posting, then include it with your resume, but on a separate Salary History sheet and never on the resume. If salary requirements are requested, you can give them a *salary range* in your cover letter, such as “... seeking a position in the upper 80s per year; however, this is negotiable depending on the position, benefits and advancement potential.”

At one of my resume seminars, an audience member *did not* include his salary history and still received an interview, even though the advertisement stated “resumes without salary history will not be considered.” If salary information is not requested, don’t offer it. You could be passed over for a position simply because you’re seen as overpriced *or* underpriced. Try to concentrate on the interview first and getting an employer interested in you, then negotiate compensation. I can’t address this fully here, but there are entire books written on this subject, and most are available at your local library.

4. *Religious or political organizations.* All of us have our prejudices and this information can have a better chance of working against you than for you. Remember to put business considerations first. Do these associations have anything to do with the position you’re seeking? Like anything else, if it won’t actually help you get in the door, leave it out. You can make an exception to this rule if you have confusing, little or no work history, but good experience with churches, synagogues, or social events and groups, such as Rotary Clubs or the Kiwanis. Business fraternities and associations are typically okay to list. Develop and include this experience on your resume by extracting your best communication, organizational and/or leadership skills used with these groups and paraphrasing them in your Profile/Skill section: “Organize groups and community events”; “familiar with advertising, fundraising and strategic planning.”
5. *Negative information.* To many employers, resume reading is a process of elimination and you must not give the reader any reason to take you out of the running. Never mention a bad experience with a former boss, or other information that could be seen as negatively affecting your performance on the job.

Tipster ...

A resume is all of your positives and none of your negatives. Employers know this as well as you do and the best ones know how to read between the lines. When they do, there must always be truth and substance to your writing. Avoid cliché phrases like “seasoned professional”, “motivated self-starter” or “displays warmth and affection for all people.” Believe it or not, people have used all these phrases on resumes! Omit items if you can or must, but NEVER LIE on your resume. Someday, the lie(s) may catch up with you.

Optional Information

1. *Personal or interests section.* If you really need to fill room at the bottom of the page, include two to three lines outlining your interests in sports and/or exercise. Golf and racquet sports are great for executives. List team sports such as college or park district basketball or baseball, especially if you were team captain, showing leadership. Adding “avid reader and chess player” demonstrates reading and analytical skills and is recommended. Avoid items that have no connection to tackling the job, such as “enjoy basket weaving, crocheting and cooking,” good grief.
2. *Age and marital status.* Legally, these two items should have no bearing on whether you’re considered for a position, but that’s often not the case. Listing your age (birthday) can label you as too young or too old no matter what your age. Leave it out all together. Omit marital status, unless you are sure this will demonstrate a certain stability and improve your chances of getting an interview for positions such as part of a husband/wife franchise team, or as a marriage counselor.
3. *Military service.* You should include positive military service, especially when seeking a position with a firm involved in defense contracting, and that hires former military personnel. Include your highest rank attained, supervisory experience and applicable training. For technical positions, include systems and equipment operated, repaired or maintained. If your only applicable work experience was in the military, then of course this must be developed like any other job. In this case, label the section EMPLOYMENT rather than MILITARY.
4. *Disabilities.* Under the Americans with Disabilities Act, companies with 15 or more employees are not allowed to ask about disabilities on applications. I view this as a truly personal choice: omit this information if you think it can harm your interview prospects, but if you feel better about being up front with employers, mention it in one or two short sentences under a Personal section at the end.

The Most Popular Resume Formats

Depending on whom you talk to and which books you read on the subject, there are hundreds of ways to write and design your resume. Here are three of the best formats, which can be modified to suit your particular qualifications and career goals. My personal favorite is #3, the Combination format.

1. *Chronological or Reverse Chronological.* These are the two most common types of homemade resumes. The Chronological format consists of job descriptions and education (beginning with the most recent). Employers, job titles and dates are listed first; responsibilities and achievements follow. Physicians, attorneys and most senior-level executives with solid work experience may use this rather conservative approach. As you will see in the resume examples, the Employment section must concisely emphasize your most important duties with a company, skills used that apply to your career

goals, awards or achievements and specific benefits you brought to the company.

If your most relevant experience was long ago, don't be afraid to place that at the top, in Reverse Chronological format, then follow it with descriptions and dates of other positions, in order, and end with your present job. Dates should be tucked away in the right-hand margin, or right after the employer's city & state. If there are gaps of several months between companies, try using only years. Again, if your current or most recent experience is also the most relevant to your goals, it belongs right on top, as the first item of your Employment section.

2. *Functional*. Be aware that this format is often frowned upon by employers, because it doesn't tell them where you've been working and they may think you are hiding something (presumed bad) about your background. It also doesn't place your skills or achievements *in context*, so employers may wonder when and where all of it took place.

This format is best for emphasizing talents and experience most applicable to the position you're seeking, *regardless of employment background*. I recommend it only to hide major gaps in your work history, or between jobs related to your current career goals. In rare cases it can be useful for homemakers or veterans returning to the workforce, those with unsuccessful self-employment experience, or anyone with confusing or little work experience.

3. *Combination Chronological/Modified Functional*. This type of resume gives you the best of both the Chronological and Functional worlds. It has proven to work best for my clients because you can market all the best points of your skills, abilities and experience in the Profile/Skill section right up front, then back it up with your work history. If you omit a Title (or Objective), the Profile/Skill section can give the reader a good idea of the type of position you're seeking.

The first paragraph of the Profile/Skill section may summarize your years of experience. However if it's less than two years or more than 12, omit the number of years and instead paint an overall, big picture of the size and scope of your most important professional talents that can be of value to the business goals of the target firm. You'll then get more specific in the 2-3 bulleted, keyword paragraphs which follow.

The key point to remember when writing your Profile/Skill section is: it should not rehash your work history. It's meant to be about *the skills and abilities you now seek to leverage in your next position – in line with the needs of potential employers*. This section gives you the latitude and control you need over your resume.

Without such a section, you're essentially sending out a history of your past and hoping the employer can find somewhere to place you. You must project yourself as *the* person who can tackle the position you're seeking. A strong Profile/Skill section allows you to do that, and creates an air of knowledge and respectability.

What Employers Need to See in You

When you present a consistent message about your talents - on paper, on the phone, in personal networking, and during the interview - you have a much better chance of being perceived as a sharp, stable professional. (See the article in Chapter 13 regarding SEI: Social/Emotional Intelligence.)

These days, much of the feedback I get from employers is that they're not always looking for someone with a "perfect" background, but rather someone who can:

- Learn the position.
- Communicate well.
- Fit into their corporate environment and cause no problems.
- Help them serve their customers and increase their profits.

In other words, always communicate that:

I am a Professional.

I have no problems.

I will cause no problems.

I will solve all of your problems.

One or Two Pages?

Just about everyone you ask will tell you that a one-page resume is "best." But ask yourself how this can possibly apply to someone with 12 to 18 years of relevant, diverse experience. Simplicity and impact must work in tandem. Although you should not overwhelm employers with too much data, don't leave them guessing and don't think to yourself, "Oh, they know what I mean" because they usually *don't* unless you tell them. Besides, they also want to see that *you know* your best talents, and can spell them out on paper.

If a concise outline of your current, marketable skills and abilities, reinforced by employment and education, requires two or even three pages to be accurately presented, then use two or three pages. However, unless you have a variety of applicable work experience or a detailed background of more than five years, one page may be sufficient.

What's best is what works for you. If you write a concise resume that doesn't fit on one page, don't force it to by omitting important facts or sending out a page crammed with type and little or no white space (discussed in Chapter 5), reducing its readability and eye appeal. On the other hand, if you find yourself with only three or four lines of text on page two, you should find some way of editing or reducing type to end up with a one-page resume.

Weeding 'Em Out

Accuracy and quality of writing are essential. As noted earlier, research tells us that

the average advertisement has only a few seconds to grab the reader’s interest. For the same reason, brevity and overall appearance are key to a successful resume. If you’re not sure how to spell a word, look it up. If you don’t know how to type accurately, hire a professional writer or printer.

Nothing discourages an employer more than basic spelling or grammar mistakes on a resume. The impression is: “If this person can’t even write a decent resume, how could he/she handle this job?” Use ample margins (¾” to 1” on all sides) and plenty of white space throughout the page. This makes your personal advertisement more attractive and reduces reader fatigue while increasing the chance that readers will actually connect with the content of your resume.

Tipster...

Here’s some statistics I use in my PowerPoint career seminar; if these don’t motivate you to have a letter-perfect resume, nothing will.

According to Officeteam Surveys:

76% of executives polled “would not hire a candidate with 1-2 typos” on their resume; 45% said it would take only one typo to eliminate a candidate.

60% said applicants rarely indicate company or industry knowledge in their cover letters; 38% said this remains a problem during interviews. (RESEARCH!)

30% said leadership and management skills were the most hard-to-find attributes; writing skills were a close second at 29%. (If you have trouble writing a perfect resume, don’t feel bad, so does everyone else.)

FIGURE 3.1

Your Personal Assessment

Skills and Abilities	Duties and Achievements
Skill Group:	At most recent company:
(Develop specific industry knowledge, training, abilities or actual experience: strategic planning, accounting skills, sales, staff training, etc.)	(Primary job duties followed by achievements; if just out of college, include specific classes, projects, internships, volunteer groups where skills were learned or applied.)
Skill Group:	At company #2:
(Expand on the above skill group: payroll or AP/AR, sales presentations/product knowledge, team leadership, and so on.)	Primary/daily duties followed by: quantified achievements.

Skill Group:	At company #3:
(Expand even further on all of the above, software, hardware, systems, etc. Or summarize less specific attributes: communication, foreign languages, organizational and/or analytical talents.)	Primary/daily duties followed by: quantified achievements.
Skill Group:	At company #4:
(Use these items for 4th or 5th bullet points, used primarily for two-page resumes. See the examples; continue to expand on marketable skills & abilities.)	Primary/daily duties followed by: quantified achievements.

FIGURE 3.2

Work History, Education and Training

First Name	Middle Initial
Last Name	
Street City	State Zip
Home Ph. with Area Code /	
Fax or Car Ph. /	
Work Ph. <i>if safe to include</i> /	
TITLE/OBJECTIVE or INDUSTRY DESIRED:	
EMPLOYMENT List most recent <i>or relevant</i> position first:	
Company	
_____ 20 ____ City/State	
Type of Business or Product/Service	
Your Positions/Titles (Add dates for each position to show progression as needed)	
Duties/Responsibilities	
Supervision or Leadership Functions	
Major, Quantified Achievements/Awards	

Company

_____ 19____ City/State

Type of Business or Product/Service

Your Positions/Titles

Duties/Responsibilities

Supervision or Leadership Functions

Major, Quantified Achievements/Awards

Company

_____ 19____ City/State

Type of Business or Product/Service

_____ 19____ Your Positions/Titles

Duties/Responsibilities

Supervision or Leadership Functions

Major, Quantified Achievements/Awards

EDUCATION Most recent *or relevant* first:

University

City/State

Degree

Year(s) Attended/Graduated

(Note: You may omit graduation/attendance dates in light of your age)

Major

Minor

GPA (B or higher)

Key Courses/Studies

Awards and/or Scholarships

Seminars/Special Training

Vocational/Trade School

City/State

Certificate

Dates Attended

Special Jobs and/or Equipment

High School

Dates Attended

Military Service:

Dates Enlisted

Honorably Discharged?

Rank

Professional/Industry Memberships:

Organization Dates

Any Offices Held?

Responsibilities/Duties

Skills Acquired

Organization

Dates

Any Offices Held?

Responsibilities/Duties

Skills Acquired

Organization

Dates

Any Offices Held?

Responsibilities/Duties

Skills Acquired

VOLUNTEER ACTIVITIES and/or Community Service:

Organization

Offices or Titles Held

City/State

Dates

Activities in which you were involved and skills utilized:

Organization

Offices or Titles Held

City/State

Dates

Activities in which you were involved and skills utilized:

PERSONAL INTERESTS Sports or hobbies, preferably related to your skills/job aptitude:

REFERENCES:

Business:

Name

His/Her Job Title

Company Name

City/State

Telephone, Office /

Home, if allowed /

Name

His/Her Job Title

Company Name

City/State

Telephone, Office /

Home, if allowed /

Name

His/Her Job Title

Company Name

City/State

Telephone, Office /

Home, if allowed /

Personal:

Name

His/Her Profession

Telephone, Office /

Home, if allowed /

Name

His/Her Profession

Telephone, Office /

Home, if allowed /

Name

