

Improved resume means better odds of being hired

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While employers can learn much about your character and personality through job interviews, the resume serves as the primary tool for conveying your past employment accomplishments. Unfortunately, it's also an area in which many have trouble. Here are some tips to punch up your resume:

KICK OUT THE TEMPLATES

It may be tempting to use the help of programs like Microsoft Word to help you format your resume but in many cases, the template hurts, rather than helps you, by wasting space or presenting your accomplishments in the wrong order. They can also cause problems when sent electronically. It's best in most cases to start with a blank document.

NO FANCY FONTS

Avoid using non-standard fonts and over-using font decoration, like bold, italic, etc. Use bold to highlight your name and to emphasize headings. Use italics to distinguish job position titles. Always use tabs to move dates and city/state listings to the right of your employer/position title, as spaces are not meant for formatting purposes and can leave jagged line beginnings when printed.

WHAT'S YOUR POINT?

Keep your objective statement short, sweet and specific. Use action verbs to state your desired position as well as what you have to contribute to the company, i.e. "Seeking a position as shift supervisor, where I can utilize my management, bookkeeping and interpersonal skills to increase office efficiency and productivity."

LET'S SEE ACTION!

When listing your job accomplishments, begin with action verbs and always use parallel statements. For example, instead of saying, "I was the boss of four other employees," write, "Managed four other employees." Arrange your accomplishments in order of what will appeal to a potential employer.

THERE CAN BE ONLY ONE

For most employment fields, the traditional preference is a one page resume, so try to conserve space by being as concise as possible. Use a one-inch margin around the page, and make sure your resume is printed on quality resume paper.

Use the example at right to help arrange and format your resume. When it's done, feel free to bring it by the Career Services office on the second floor of the Killian Annex where we offer critiques for students and alumni.

(example box)

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http://www.wcu.edu/WebFiles/PDFs/careerservices_cj_may-06.pdf