

ADVICE ABOUT YOUR RESUME

A resume allows you to **have more control** over how you highlight your strengths and experience than a job application does. *You* get to describe how your positives can help a potential employer.

A resume is basically a **marketing tool**.

A resume can do a couple of things. It can:

- 1) **Be your ambassador.** It can go ahead of you and secure an interview.
- 2) **Help your job interview** go more smoothly. A resume serves as a source of specific questions for the interviewer—and *these* questions are about your successful track record.

How can you get the most mileage out of this great marketing tool?

- **Plan on creating a MASTER resume.** A master resume holds everything you've done that's noteworthy, as well as important details: dates, institutions, duties... It allows you to hang onto *anything* you've experienced or accomplished. It's a catch-all!
 - **G'wan! List everything!** It can be 3 or 4 pages in length... no problem! As you achieve new things (and sometimes this happens multiple times in one month!), use this document to capture them, while details are still fresh in your mind.
 - **Is it clean of distractions?** It shouldn't have any typos. First impressions are crucial: *If you're sloppy with your resume, will you be sloppy on the job?* (...Natural question, right?) If proofreading isn't your strong suit, ask someone for help with this.
 - **Does it make sense?** Check to make sure that your font type is consistent. Is **your** eye drawn to the important facts? Are you consistent in the order with which you present information? Whatever order you decide on, stick with it! Avoid confusing your reader.
 - **Tell me more!** You might need to translate accomplishments or experiences. Some of these are pretty familiar to everyone: for example, earning the Eagle Scout award, or serving as a Girls' State delegate. Others, however, might need you to translate just a bit. If you've earned a religious award, you could describe it in terms of character development and service opportunities, and detail how many hours were required to earn it. Translating the award into common terms allows your reader to understand that this was a big deal.
 - **Provide the sizzle!** If you can fit numbers to your accomplishments, this can also help readers to understand how *tough* certain accomplishments actually were: "1 of 5 Idaho high school students invited to attend conference." You can also create context for readers by sketching out a quick description: "Played on varsity team as a freshman."

➤ **Why create a master resume?**

- Because you can quickly create a targeted resume for a specific job. Sometimes opportunities just show up on the fly! A targeted resume is a powerful resume, and a master resume allows you to create one with confidence.

➤ **To create a TARGETED resume:**

- **Use your imagination.** What skills and experience might this new job need? Then pull items from your master resume that would match those needs.
- **Keep it to one page.** With this in mind, **every line** on your resume uses **valuable real estate**. You probably don't need an "Objective" section, because you can bring up your career goals in the interview, if you'd like. And rather than list references on your resume, you could bring a separate list of references to your interview.
- **Be sure to include up-to-date contact info.** Obvious, right? But this is sometimes overlooked if we're in a hurry. Oh—and please make sure that your email address is professional.