

Write a Winning Resume

10 Tips To Win An Interview

True or False?

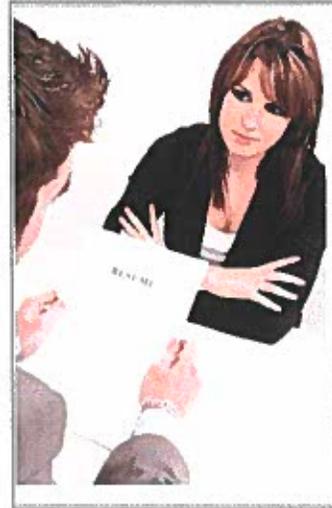
Every person qualified for a position will get an interview?

False. Typically an organization only has time to interview their top candidates (maybe 5, maybe 10).

If you were asked to send your resume to a person or company, it is likely an assistant who is asked to choose these top candidates. If you were asked to post your resume on-line, it is likely a computer program searching for specific words on your resume.

How Can Your Resume Stand Out?

- Choose a Resume Format
- Have a Professional Voice Message and Social Media Page
- Include a Clear, Custom Objective
- Be Interesting – Above the Fold
- Use Key Words From the Posting
- Start Each Sentence With an Action Word
- List Accomplishments, Not Duties
- Know the Importance of Volunteering
- References are All or Nothing
- Proofread Your Resume



Choose a Resume Format

There are three main styles for resumes:

- **Chronological** - Experience section is the focus. Best for relevant experience with known employers.
- **Functional** - Highlights your major skills and abilities. Best with little job experience.
- **Combined** - Includes both achievement and experience sections with bulleted items.

Be Professional

Be mindful of the impression you are giving employers:

- Update you voicemail to a clear, simple, professional message.
Do not answer your phone if you are in the middle of an event where you would be distracted.
- Clean up the pictures, jokes and dialogue on your Facebook page; hide what you must!

Have a Clear, Custom Objective

This is your mission statement:

- What is the job you want and how will you succeed in doing it?
- Focus on the employer's needs and how you fit with their company.
- Change this section for each employer, when possible.

Be Interesting

Above the fold:

- Fold your resume in half; many employers never read beyond the top half of the page.
- No need to over explain. Keep sentences clear, concise and leave them wanting more.
- Remember, the point is to get them to call you.

Use Key Words

Keep the job posting nearby when you write your resume:

- When possible, include key words or phrases from this posting in your skills, abilities or experience.
- Make a list of the top five things/words you would need to be successful in this job. Put them in your resume somewhere.

Start With Action

An action word, that is:

- Each sentence in your work experience should start with an action word.
- You are writing advertising copy, not your life story.
- Google “resume action words” to get a list.

List Accomplishments

Do not simply list your job duties:

- An employer wants someone who can contribute to their bottom line, make them money.
- What makes you the best employee at your current job?
- Show them why they should “steal you away” for their company.

The Importance of Volunteering

If you ever volunteered your time or your talent, share it:

- Every employer knows you have a life outside work, so how do you spend that time?
- You can never go wrong spending that time helping others.
- Check out TNCC Community Service Scholarship opportunities.

References

An all or nothing proposition:

- Do not simply put "References Available Upon Request." Of course they are!
- If you do not have the space, leave it off your resume and bring these names to the interview.
- Contact references ahead of time with a job description, why you are qualified, and why you want this.

Proofread

This is the most important step:

- Your resume is a visually enticing work of art: Simple, clean structure. Easy to read. Symmetrical. Balanced. Uncrowded with as much white space between sections of writing as possible.
- There is uniformity in the use of capital letters, bullets, boldface, periods, dashes, etc.
- Everything is spelled perfectly.

True or False?

Every qualified person with a great resume will get an interview?

False. The resume is the your first step, your first impression.

“It’s not just what you know; it’s who you know.” You must be qualified to apply. You must have a winning resume, professional cover letter, great social media, networking skills and follow through to get the job!