

7 Tips for Writing a Great Résumé

With the economy the way it is, many people find that they are looking for work; and many are searching for work for maybe the first time in their life, or for the first time they need a résumé. I have spoken to countless people who previously acquired jobs from just their contacts, and then worked their way up the proverbial ladder at the same company for decades. Now, they are facing the fact that they are out of work and they need a résumé to apply for jobs.

Keep in mind that contacts and networking are still important, but you also **MUST** have a résumé that presents you in the best possible light and highlights your *relevant* job experience and volunteer work **AND** the résumé **MUST** be in electronic form. You cannot think that walking around with a hard paper copy will get you the job. If you are not computer savvy, you will need to hire somebody to create your résumé, or at least to type it up and save it as an MS Word document and pdf file.

This white paper will give you an overview of how to make your résumé stick out to get you that interview. Remember, the job of the résumé is to get you the interview. Once you get the interview, you still have to get the job. For interviewing tips, see

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

Step #1: Make sure you have a professional email address. `iluvdancing@yahoo.com` is not a good idea. If you need to create one, I suggest using gmail. That is, for whatever reason, considered more professional than Yahoo or Hotmail. I suggest using your name or an abbreviation of your name. Before I had my `hablals` email, I used: `gina.covello@gmail.com`.

Step #2: Make sure your résumé does not exceed 1-2 pages depending on how much information and experience you have. In *some* cases it can even be 3 pages, but you should be implementing the most effective use of space.

Step #3: Decide whether you will use a functional or chronological format. In either case, you should indicate your job history in some format with years at each job. Months are not always necessary. A professional may be able to guide you as to what would be the best format for your particular situation. I recommend that you **NOT** use a template. They are difficult to make changes to and do not look as professional. One trick that I often use is inserting a table rather than using tabs.

Step #4: Use action verbs in the past tense to describe your duties and accomplishments. Focus on what you were able to do to save the company or agency time or money or what problems you were able to resolve and how or what systems you improved, awards received, quotas met or exceeded, etc. Don't just provide a laundry list of job responsibilities. These are often referred to as Problem, Solution, Result (PSRs). See attached sheet for ideas on action verbs.

Step #5: Make sure you highlight experience and volunteer work that is relevant to the job or career you are applying for or transitioning into. Use keywords in case an electronic scanner is used for reviewing résumés.

Step #6: Jazz your résumé up with a border or graphics or something to help it stand out.

Step #7: Make sure you show your résumé to a friend or other professional to check for errors and typos. You can NOT have a single typo on your résumé if you hope to get noticed above the rest.

If you feel that you need help with any of these steps, remember that you can hire Gina Covello of Habla Language Services to write the résumé for you. I will interview you either personally or over the phone to draw out your experience that you either hadn't thought of or don't know how to present in writing. I specialize in those in career transition to highlight your *relevant* experience in the best possible light. gina@hablals.com

Management

achieved
administered
analyzed
assigned
attained
chaired
conceived
contracted
consolidated
coordinated
decided
delegated
developed
directed
encouraged
evaluated
executed
handled
implemented
improved
incorporated
increased
inspired
launched
led
managed
motivated
organized
outlined
oversaw
planned
prioritized
produced
recommended
reevaluated
rejected
reported
reviewed
scheduled
strengthened
supervised
united

Communication

addressed
arbitrated
arranged
authored
communicated
corresponded
counseled
developed
defined
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
reunited
renegotiated
reported
researched
summarized
spoke
translated
wrote

Research

clarified
collected
conceived
critiqued
detected
diagnosed
disproved
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
researched
reported
reviewed
searched
studied
summarized
surveyed
systematized
wrote

Technical

analyzed
assembled
built
calculated
computed
designed
devised
engineered
fabricated
inspected
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching

adapted
advised
clarified
coached
communicated
coordinated
defined
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
lectured
persuaded
presented
set goals
stimulated
taught
trained
updated

Financial

adjusted
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compared
computed
developed
estimated
forecast
forecasted
managed
marketed
planned
projected
reevaluated
reconciled
researched
sold

Creative

acted
applied
composed
conceived
conceptualized
created
designed
developed
directed
established
evaluated
fashioned
formed
formulated
founded
illustrated
instituted
integrated
introduced
invented
loaded
molded
originated
perceived
performed
planned
presented
produced
refined
rewrote
updated

Helping

advised
aided
assessed
assisted
brought
clarified
coached
coordinated
counseled
dealt
demonstrated
diagnosed
educated
encouraged
enlisted
expedited
facilitated
familiarized
guided
helped
inspired
maintained
modified
performed
referred
rehabilitated
represented
supported
upheld

Clerical or Detail

activated
altered
assembled
approved
arranged
catalogued
classified
collected
compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected
listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published
purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized

Additional Action Verbs

anticipated	experimented	lectured	received	scheduled
arbitrated	explained	lifted	recommended	selected
ascertained	expressed	listened	reconciled	sensed
charted	extracted	logged	painted	separated
checked	filed	maintained	perceived	served
classified	financed	made	performed	sewed
collected	fixed	managed	persuaded	shaped
completed	followed	manipulated	photographed	shared
conducted	formulated	mediated	piloted	showed
conserved	founded	memorized	planned	sketched
consolidated	gathered	modeled	played	solved
constructed	gave	monitored	predicted	sorted
controlled	generated	motivated	prepared	summarized
coordinated	guided	navigated	prescribed	supervised
counseled	handled	negotiated	presented	supplied
created	headed	observed	printed	symbolized
decided	helped	obtained	processed	synergized
defined	hypothesized	offered	produced	synthesized
delivered	identified	operated	programmed	systematized
detailed	illustrated	ordered	projected	talked
detected	imagined	organized	promoted	taught
determined	implemented	originated	proof-read	tended
devised	improved	painted	protected	tested
diagnosed	improvised	perceived	provided	trained
directed	increased	performed	publicized	transcribed
discovered	influenced	persuaded	purchased	translated
dispensed	informed	photographed	recorded	traveled
displayed	initiated	piloted	recruited	treated
disproved	innovated	planned	reduced	troubleshoot
dissected	inspected	played	referred	tutored
distributed	installed	predicted	rehabilitated	typed
diverted	instituted	prepared	related	unified
dramatized	instructed	prescribed	rendered	united
drew	integrated	presented	repaired	upgraded
drove	interpreted	printed	reported	used
eliminated	interviewed	processed	represented	utilized
empathized	invented	produced	researched	verbalized
enforced	inventoried	programmed	resolved	warned
established	investigated	questioned	responded	washed
estimated	judged	raised	restored	weighed
evaluated	kept	read	retrieved	wired
examined	led	realized	reviewed	worked
expanded	learned	reasoned	risked	