LESSON 34



RESUME WRITING

Outline:

Approach for Writing Resume Proofreading of Resume

Approach for Writing Resume

A. Organizational Approach

1. Use the chronological approach unless you have a weak employment history

2. Use the functional approach if you are new to the job market, want to redirect your career, or have gaps in your employment history.

3. Use the combined approach to maximize the advantages of both chronological and functional resumes, but only when neither of the other two formats will work.

B. Format and Style

1. Use short noun phrases and action verbs, not whole sentences.

2. Use facts, not opinions.

3. Adopt a “you” attitude.

4. Omit personal pronouns (especially I).

5. Omit the date of preparation, desired salary, and work schedule.

6. Use parallelism when listing multiple items.

7. Use positive language and simple words.

8. Use white space, quality paper, and quality printing.

C. Opening

1. Include contact information (name, address).

2. Include a career objective or a skill summary if desired.

3. Make your career objective specific and interesting.

4. Prepare two separate resumes if you can perform two unrelated types of work.

5. In a skill summary, present your strongest qualifications first.

D. Education

1. List the name and location of every postsecondary school you’ve attended (with dates, and with degrees/certificates obtained).

2. Indicate your college major (and minor).

3. Indicate numerical scale (4.0 or 5.0) if you include your grade-point average.

4. List other experiences (seminars, workshops) with dates and certificates obtained.

E. Work Experience, Skills, and Accomplishments

1. List all relevant work experience (paid employment, volunteer work, internships).

2. List full-time and part-time jobs.

3. Provide name and location of each employer (with dates of employment).

4. List job title and describe responsibilities.

5. Note on-the-job accomplishments and skills; quantify them whenever possible.

F. Activities and Achievements

1. List all relevant offices and leadership positions.

2. List projects you have undertaken.

3. Show abilities such as writing or speaking, and list publications and community   
services.

4. List other information, such as your proficiency in language other than English.

5. Mention ability to operate special equipment, including technical, computer, and software skills.

G. Personal Data

1. Omit personal details that might be seen as negative or used to discriminate against   
you.

2. Leave personal interest off unless they are relevant to the position being sought.

3. List a reference only with permission to do so.

4. Balance Common Language with Current Jargon.

Another way to maximize hits on your resume is to use words that potential employers will understand (for example, use keyboard, not input device). Also, use abbreviations sparingly (except for common ones such as BA or MBA.

Submitting Scan-able Resume

When submitting your resume by email, don’t attach it as a separate document. Most human resources departments won’t accept attached files. Instead, paste your resume into the body of your email message. Whenever you know a reference number or a job ad number, include it in your e-mail subject line.

Proofread Your Resume

Once your resume is complete, update it continuously, as already mentioned, employment is becoming much more flexible these days, so it’s likely, you’ll want to change employers.

Examine the following resume and write a critique of it. Naeem Ahmed

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Home: (042) 987-0086 Office: (042) 549-6624

• I have been staff accountant/financial analyst at AZ Corporation in Islamabad   
 from March 1999 present.

• I have negotiated with major suppliers.

• I speak both English and Urdu fluently, and I was recently encouraged to   
 implement an electronic funds transfer for vendor disbursements.

• In my current position, I am responsible for preparing accounting reports.

• In have audited financial transaction.

• I have also been involved in the design of a computerized model to adjust   
 accounts for fluctuations in currency exchange rates.

• I am skilled in the use of Excel, Access, HTML, and Visual Basic.

Was staff accountant with ABC of Agricultural Chemicals in Quetta, (October 1995 to March 1999)?

• While with ABC Quetta, I was responsible for budgeting and billing.

• I am responsible for credit-processing functions.

• I was also responsible for auditing the travel and entertainment expenses for the   
 sales department.

• I launched an online computer system to automate all accounting functions.

• Also during this time, I was able to travel extensively in the country and abroad.

• I have my Master of Business Administration with emphasis on international   
 business, which I learned attending Punjab University in Lahore.

• Bachelor of Business Administration, Accounting (1990-1993), earned while   
 attending College, Lahore.