

Resume Tips

Components of a professional resume

1. **Contact information:**

Make it easy to contact you either by phone, mail or e-mail. Don't make the recruiter track you down. Note: make sure your voicemail message is professional. You don't want a recruiter to get the wrong impression from a silly message on the recording.

Do not include personal information, such as marital status, here or anywhere else on your resume.

2. **Objective/Title:**

Some experts believe that including an objective may limit your chances of obtaining an interview; if your objective doesn't match the recruiter's needs at the time, you may miss out on a golden opportunity.

On the flip side, a career objective is useful in communicating that you are proactively managing your career. You know what you want, why not say it?

We suggest taking a broad approach: Instead of writing a sentence like "Seeking a career opportunity as a Marketing Executive...", try a simple title after your contact info, simply "Marketing Executive."

3. **Summary statement:**

First, include your title and years of experience. Second, list special skills. Third, talk about your character traits or work style. Remember that this is a summary; it should only be 2-3 sentences long.

Example: "Financial Accountant with over 10 years' experience with two Fortune 500 companies. Technical skills include P & L, budgeting, forecasting and variance reporting. Bilingual in Spanish and English. Self-starter who approaches every project in a detailed, analytical manner."

4. **Professional experience:**

List each position held in reverse chronological order, going back at least ten years. If you held multiple positions within the same company, be sure to list all of them - you want the recruiter to see how you've progressed. Concentrate on the description of the position - that's the meat & potatoes.

The body of the position description has two parts:

- A description of your responsibilities; and
- Your accomplishments

Top 12 accomplishments that most interest employers

- Increased revenues
- Saved money
- Increased efficiencies
- Cut overhead
- Increased sales
- Improved workplace safety
- Purchasing accomplishments
- New products/new lines
- Improved record keeping process
- Increased productivity
- Successful advertising campaign
- Effective budgeting

Other resume components include: Education, Professional Training, Affiliations / Appointments Licenses, Technical Skills and Languages.

Approach these items from the viewpoint of the recruiter or employer: How will these skills benefit the company?