

Contracting Phase 0!!? C.V. & Resume

IT Engineering II

Instructor: Ali B. Hashemi

Résumé or C.V. ?

Longman Dictionary of Contemporary English:

- **Résumé** *American English*
 - A **short written** account of your **education** and your previous **jobs** that you send to an employer when you are looking for a new job
(British Equivalent: CV)
- **CV (curriculum vitae)** *British*
 - A **short written** document that lists your **education** and previous **jobs**, which you send to employers when you are looking for a job

C.V. vs Résumé (brief)

CV

- Appropriate for **academic, research and government positions**.
- **Comprehensive** of your entire academic and professional career. Usually a minimum of 3 pages.
- Focus on academic details.

Resume

- Appropriate for **general class of jobs**.
- **Summary** of your work experience. Not usually more than 3 pages.
- Focus is on your work history and not your academic background.
- More of a marketing tool.

What is Curriculum Vitae

- A Curriculum Vitae includes
 - Latin curriculum, "course"+ vitae genitive of vita, "life".
 - "the course of one's life or career"
 - a list meant to document every job and degree you've ever received in your life (your educational and academic backgrounds)
 - teaching experience
 - research experience
 - Publications
 - Presentations
 - Awards
 - Honors
 - Affiliations

C.V. is different countries

- In Europe, the Middle East, Africa, or Asia, employers expect to receive a curriculum vitae.
- In the United States, a CV is used primarily when
 - applying for academic, education, scientific or research positions.
 - It is also applicable when applying for fellowships or grants.

Resume

- From French résumé, past participle of résumer, to summarize, from Latin resumere, to take back; compare resume
- career and educational **summary** meant to highlight your skills and experience
- A resume is a personal **summary** of
 - Your professional history
 - Your qualifications.
- It includes information about
 - Your career goals
 - Education
 - Work experience
 - Activities
 - Honors
 - any special skills you might have.

CV Structure (i)

Name, Address, Phone, Email

Education

■ Degree

■ Discipline

■ Institution

■ Date of graduation

■ Advisor

■ **Dissertation/ Thesis Licensure**

List credentials and certifications

CV Structure (ii)

□ Areas of Specialization

- **Optional** but could include up to 8 bulleted phrases highlighting your skills

□ **Teaching Experience, Research Experience, Related Experience** or **Professional Experience**

- **extensive experience**: break it up into these categories (**easier to read**)
- If you have **limited experience**, group all your experience into one category called **Professional Experience**.

CV Structure (iii)

Publications

- If your publications are numerous, they could comprise a separate addendum

Academic Service

- Campus committees and organizations in which you had an actual role

Professional Affiliations

- Memberships, conferences, etc.

Research Grants

CV Structure (iv)

□ Honors/ Awards/ Distinctions

□ Languages

■ Only list language in which you are **fluent**

□ References

■ Generally list your references by **name** including their **position**, **institution**, **phone number** and **email address**.

CV Distribution

- How will you distribute your **marketing** materials?
 - **Hard copy**? **Fax**? Or **e-mail**?
 - What's best will be determined by the *company you are writing* to, and is usually mentioned in their **ad**.

CV Distribution **Hard copies**_(i)

Hard copies

- Hard copies **are OK when** they are sent out to a *specific hiring manager* who doesn't have to deal with the deluge of the daily mail.
- Hiring managers, will tend to treat those hard copy CVs with **less urgency** than electronic versions
 - can be processed with a couple of mouse clicks.

CV Distribution **Hard copies**_(ii)

- make it **scanner friendly**:
 - use only **white** or **beige** paper and plain fonts (which scan best)
 - avoid font treatments like underlining and *italicizing*.

CV Distribution **E-mail copies** (i)

- Easier to archive
- Easier to search/retrieve
 - choice between having resume sitting in the file cabinets or in the company's database where it can be scanned for keywords?

CV Distribution **E-mail copies** (ii)

- **Word** or **RTF** documents
 - seem to be becoming the de facto standard.
 - *no ZIP files!*
- Some people clip and paste the text of the CV into the body of the e-mail message just in case.

CV Distribution E-mail copies (iii)

□ PDF

- PDFs look the best
- ☺ You can preserve all the formatting and font selections and make your material print out beautifully.
- ☹ They may not be stored in a corporate database and cannot be keyword searched.
 - Long time ago! Try google desktop! ☺
 - Make sure you enclose either pasted ASCII text or a Word version as well.

CV Distribution Fax

- Only when **specifically requested** by a hiring manager or advertisement.
- Fax copies most often cannot be scanned,
 - They are losing the value that they once had for urgency.

Delete the Following From Your Resume (i)

- Hobbies and Interests sections
 - Workaholic point of view
 - Some believe that there is some value to **showing a side of you outside of work.**
- Academic CV:
 - names of your spouse and children
 - their birth dates
 - your social security number
- May be needed if you are applying for jobs in industry.

(Resume Heading)

Name
Street
City, State Zip
Phone, Fax, E-mail

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation.

PROFESSIONAL EXPERIENCE

19xx-pres. **Company Name, City, State**
Job Title

- An accomplishment you are proud of that shows you're good at this profession.
- A problem you solved and the results.
- A time when you positively affected the organization, the bottom line, your boss, your co-workers, your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

19xx-xx **Company Name, City, State**
Job Title

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.

19xx-xx **Company Name, City, State**
Job Title

Developing Your Resume

1. The Objective Statement
2. The Contact Information Section
3. The Education Section
4. The Experience Section

What is an objective statement?

- A **short** section
 - usually 1-3 lines
 - often in the form of a sentence fragment
 - immediately below your contact information
- An “**at a glance**” picture of you and your career interests
 - A human resources clerk, which hiring person should receive your resume.
- Other names: *Professional Objective, Resume Capsule, Career Goals.*

Why write one?

- ❑ Emphasize **key qualifications, skills** and/or **goals**
- ❑ Help your readers find what they need to know quickly
- ❑ Make a **good first impression**



Q: Is this a **good** objective statement?

An internship allowing me to utilize my knowledge and expertise in different areas

- ❑ Well-written but raises too many questions
 - What kind of internship?
 - What knowledge?
 - What kinds of expertise?
 - Which areas?

A good objective statement answers questions:



- What position(s) are you applying for?
- What are your main qualifications?
- What are your career goals?
- What is your professional identity?

The importance of tailoring

- ❑ Sometimes **one size does NOT fit all**
- ❑ Each person and employer is unique in certain ways
- ❑ Aim for a custom fit when possible, but how?



The importance of tailoring

(an example)

- ❑ Company X is **small** and emphasizes its **small-town, family atmosphere** and its commitment to growth.
- ❑ Company Y, by contrast, is **large, corporate** and emphasizes **excellence** and **relevant work experience**.
- ❑ Company X might look for someone who is
 - willing to grow with the company
 - An objective statement for Company X might emphasize your professional goals
- ❑ Company Y might look for someone who
 - already possesses desired skills.
 - An objective statement for Company Y might summarize your experience or skills.
- ❑ Apply for jobs at both companies,
 - consider writing **two different objective statements** (or two different versions)

Getting started...

- Reflect on your **overall qualifications** and **career goals**
 - In what ways are they **typical**?
 - **Unique**?
- Research individual employers in your field:
 - In what ways are employers alike?
 - Different?



Questions about you

- What are your
 - main qualifications
 - strengths
 - skills
 - areas of expertise?
- position(s) or type of position ?
- professional goals?
- What type of organization or work setting are you most interested in?

Questions about employers

- What **qualifications** are most **desired** by **employers** in your field?
- What **positions** are **available** on the job market?
 - What are they titled?
- What are some **goals** of the organizations that **interest** you?
- What **kinds** of organizations are now **hiring**?

“Instant” objective statements

- *For practice, fill in the parts in brackets*
 - To utilize my [qualifications, strengths, or skills] as a [position title]
 - A position as a [position title] for [company name] allowing me to develop my [qualifications, strengths, or skills]
 - An opportunity to [professional goal] in a [type of organization, work environment, or field]
 - [position title] with emphasis in [areas of expertise]

Which of your objective statements is “best”?

- The one that best...
 - Emphasizes your qualifications and/or goals
 - Appeals to employer expectations

- probably need to write *more than one objective statement.*

Objective Statements (examples)

- ❑ **Not so good:** A challenging position that will utilize my skills and experience as Director of Marketing
- ❑ **Much better:** Director of Marketing

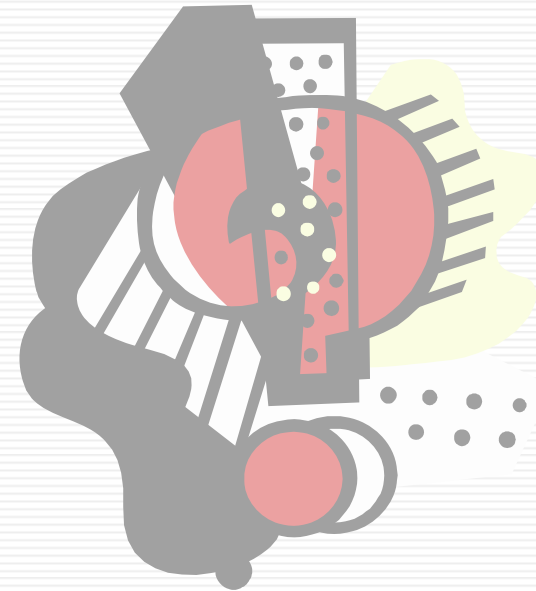
- ❑ **Not so good:** An administrative position in a growthoriented company where I can use my background in finance to promote the firm
- ❑ **Much better:** Administrative position with a focus on finance

- ❑ **Not so good:** A position as Associate Field Producer in TV Programming that offers room for advancement and high rewards
- ❑ **Much better:** Associate Field Producer, TV Programming

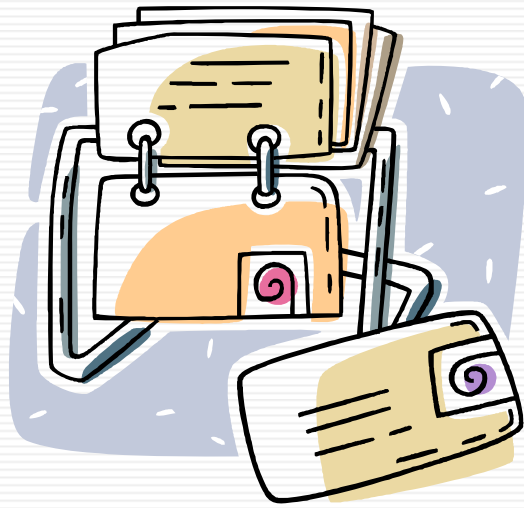
The Contact Information Section

What is a contact information section?

- Easy answer...
- A section that
 - provides information to help prospective employers contact you
 - presents a first impression
 - Is usually located at the top of the page



What may you include?



- Name, of course!
- Address and phone
 - Campus
 - Permanent
- Email
- Web address
- Fax number
- Any other means of contact

Q: Is this a good sample?

Your Name Here
1234 Streetname,
Tehran, 47907
21-7777-5555

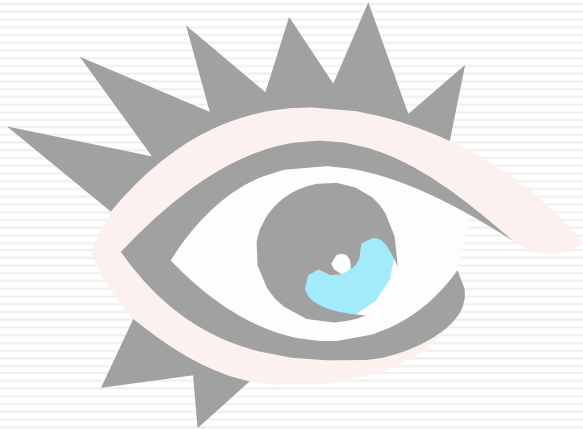


Moving beyond the typewriter

- Use design strategies
- Picking fonts
 - Size
 - Type
 - Highlighting
- Using layout
 - Alignment
 - Columns
- Adding a graphic element
- Coordinate with rest of resume



Using fonts



- Size: how big is big enough?
- Two major kinds:
 - **Serif**
 - Times New Roman
 - Courier
 - **Sans serif**
 - Arial
- Text highlighting: bold, italics, caps, underline, special effects

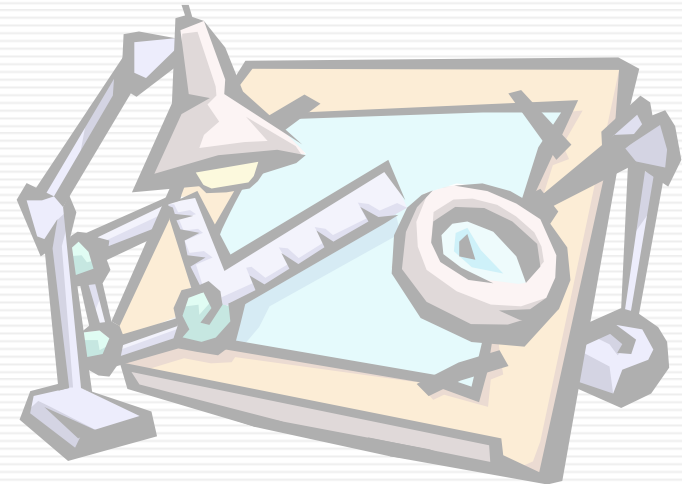
Putting it on the page

Aligning text

1. Flush left
2. Center
3. Flush right

Using columns

1. Both left and right
2. Left, right and center



Q: Is this sample better?

Your Name Here

Campus Address

1234 Streetname, # 1

West Lafayette,

Tehran 47907

21-7777-5555

yourname@university.ac.ir

Permanent Address

4321 Streetname

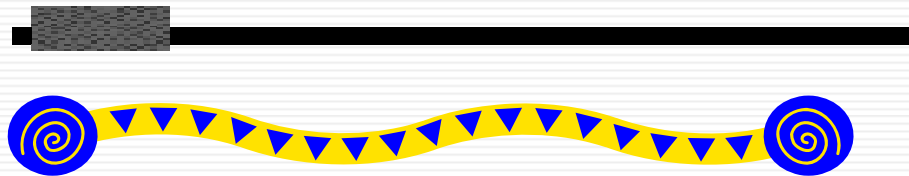
Mashhad,

511-555-1234

<http://univ.ac.ir/~login>

Adding a graphic element

- May include horizontal line
- May possibly include a small graphic element



Creating a mock-up



- Sketch out how you would like your contact information to look
- Indicate
 - Possible fonts
 - Page layout decisions
 - Any graphic elements
- Give it the eye test

Coordinate design strategies

- Match design with rest of resume
 - Use same font types
 - Use consistent layout
 - Use same paper for all application documents

- Aim for a professional package

Proofread with a magnifying glass

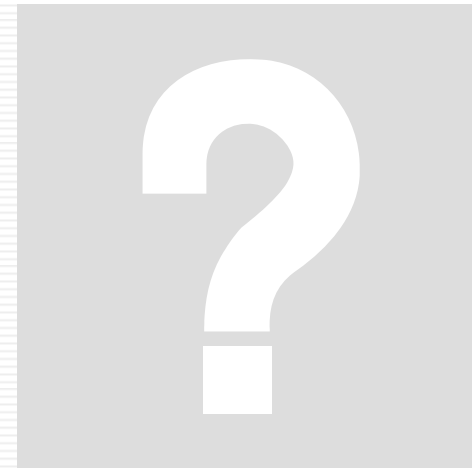
- ❑ Triple-check for accuracy
- ❑ One typo could cost you an interview!



The Education Section

What is an education section?

- A section that emphasizes your **educational background** and formal training
- Usually a **major section** for college students and recent graduates



Purposes: to **inform** and **persuade**

- Give information about your **education** and **training**
- Persuade employers
 - your educational background is **relevant to the job**
 - providing evidence of your **qualifications**
- **Help your resume stand out from others in the stack**

Where should you place this section?

- Above or below your experience section?
- It depends...
 - *Which is stronger, your education or your work experience section?*
 - *How much relevant work experience do you have?*
- Place **strongest, most relevant** section closest to top of the page

The “bare bones” education section



- Schools** you have attended, including universities, community colleges, technical schools, etc.
- Location** of school(s)
- Date** of graduation, actual or anticipated
- Degree(s)** earned or pursued
- Grade Point Average (GPA)**

Are we done yet?

Education

B.Sc in Computer Engineering

Amirkabir University of Technology

Tehran, Iran

Anticipated Graduation: December
2007

GPA: 3.4/4.0

What else may be included?

- 1. Extra information about your degree**
(major, minor or selective GPAs, funding sources, honors, etc.)—usually listed or included in parentheses
- 2. Specializations and special projects—**
usually listed or described briefly

What else may be included? (cont.)

3. Other relevant skills and training

- relevant coursework
- computer skills
- language proficiency
- Certifications
- licenses, etc.
- may be subsections or separate sections

Questions to answer (1)

- What are my major and minor GPAs?
- Any honors related to my degree?
- How is my education funded?
- What are my major(s) and minor(s)?
What are my areas of emphasis, specialization, or concentration?
- What special course or degree-related projects may be relevant?

Questions to answer (2)

- What **courses** have I taken that are **related to my career goals**?
- With what **computer programs** am I most familiar?
- What **language** proficiencies do I have?
- Any **certifications** or **licenses**?
- Do I have any on-the-job educational **training**?

Selecting content for readers



- ❑ Consider how much **space** you have on your resume
- ❑ **Read job ads closely**
- ❑ Circle all educational experiences that may prove relevant to the job
- ❑ Select your most relevant educational experiences or those for which you have space

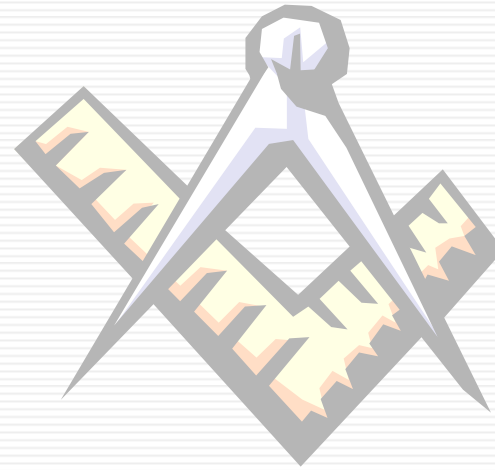
Organizing content for readers

- Organization depends on content selected and emphasis desired
- Do you need sub-sections?
- Do you need to develop content into separate sections?
- List in chronological order or in order of importance



Designing content for readers

- Consider using...
 - Subheadings
 - Indenting
 - Columns/tables
 - Parentheses
 - Bulleted lists
 - Paragraphs
- Match with rest of page



Are we done *now*?

Education

B.Sc. in Computer Engineering,
Amirkabir University of
Technology, Tehran, Iran,
December 2007

Concentration: Software Engineering

Select Coursework: Computer Networks,
Internet Engineering, Database,
Software Engineering, System Analysis

Overall GPA: 3.4/4.0 **Major GPA:** 3.7/4.0

The Experience Section

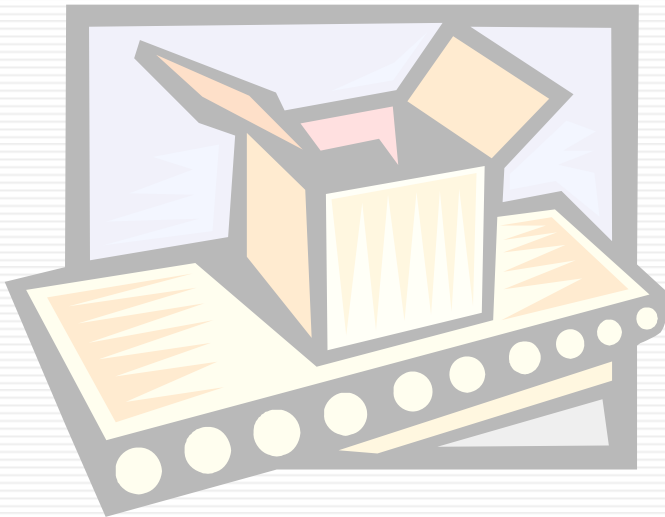
What is an experience section?

- emphasizes your **past** and **present employment** and/or your participation in **relevant activities**
- Other **common names**:
 - *Professional Experience*
 - *Work History*
 - *Field Work*
- Special names:
 - *Technical Experience*
 - *Supervisory Experience*
 - *Aviation Experience*

Informing to persuade

- Provide information to help persuade prospective employers that your experiences make you qualified for the job
- Help your resume stand out from others in the stack
- Construct your professional identity

What goes into this section?



- Company or organization and location (city, state)
- Position title
- Dates of employment or involvement
- Descriptions of responsibilities, duties, achievements, etc.

Sample Experiences (different formats)

- ❑ **PC Technician**
Litton Marine Systems, Charlottesville, November 1998-March 1999
Performed PC software installation, trouble shooting, and repairs for MIS department. Supervisor: Clay Davis

- ❑ **National Cheerleaders' Association**, Garland, TX (May-July 2003 & 2004)
Instructor and Camp Leader
 - Instructed students of all ages in cheerleading, gymnastics, and dance
 - Collaborated with a team of five instructors to create a positive, fun, and lively learning atmosphere

- ❑ **Alphatech, Burlington, MA**
Research Intern, Summer 2004 and Summer 2005
 - ❑ Developed system for efficiently performing ad-hoc queries multiple-agent activities in long-term large-scale camera networks (2004).
 - ❑ Developed visualization and analysis tools for large-scale camera networks (2004).
 - ❑ Developed a geodetic reasoning library and portions of a rule-based activity understanding system (2005).

Where should you put this section?

- Above or below your education section?
- It depends...
 - *How much work experience do you have?*
 - *Which is stronger, your education or your work experience section?*
- Place **strongest, most relevant** section **closest to top** of the page

Getting started...

List your past and present experiences.

Include:

- jobs
- volunteer positions
- appointments
- assistantships
- internships
- etc.



Describing experiences

- To tailor the content of this section, circle each item that is...
 - Related to your career goals
 - Asked for in job ads and descriptions
- Choose one experience you circled and describe briefly
- Strategies to be discussed in next slides
 1. Using action words
 2. Answering the journalistic questions
 3. Making descriptions parallel
 4. Viewing experiences as a professional

Developing your descriptions

- Use varied action words to describe experiences
- Answer the journalistic questions:
 - *Who? ...With whom did you work?*
 - *What? ...What duties did you perform?*
 - *Where? ...Where did your job fit into the organization?*
 - *Why? ...What goals were you trying to accomplish?*
 - *When? ...What timelines were you working under?*
 - *How? ...What procedures did you follow?*

Developing your descriptions

SAMPLE



Before:

- planned activities

Questions asked: *What kinds?,
How?, When?, For Whom?*

After:

- planned arts, crafts, activities, and exercises weekly for physically-challenged children

Making your descriptions parallel

COLUMN A

- Recording OSHA regulated documents
- Material purchasing and expediting
- Prepared weekly field payroll
- Responsible for charge orders

COLUMN B

- Recorded OSHA regulated documents
- Conducted material purchasing and expediting
- Prepared weekly payroll
- Processed charge orders

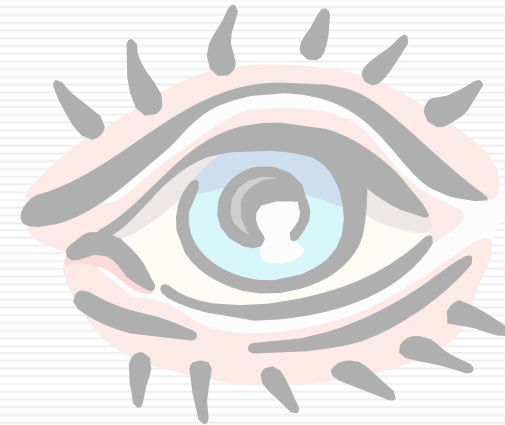
Try to see your experiences as a professional would

UNDERSTATED

- Answered phone
- Wiped tables

PROFESSIONAL

- Acted as contact between clients and legal staff
- Created healthy environment for customers and maintained positive public image



Ways to tailor this section

- Select content that supports your qualifications and matches job description
- Consider organizing by order of importance
- Use professional wording, integrating job-specific terms

A formula for success



- Use appropriate headings
- Included required content
- Organize your section strategically
- Develop your descriptions
- Make your descriptions parallel
- See through professional eyes
- Tailor for your audience

The Honors and Activities Section

Hint

- If you have just one or two entries for a section, you might combine two similar sections with a double heading, as in the following examples:
 - Education and Training
 - Training and Credentials
 - Awards and Presentations
-

What is an honors and activities section?



- A section that emphasizes your participation in relevant activities and any honors you have received
- Other names: *Awards*, *Memberships*, *Volunteer Work*, *Hobbies*

Why bother?

- Fill up white space
- Provide additional evidence of your qualifications
- Give employers a sense of who you are outside of school and work

Where does this section go?



- Usually last section on on the page
- Sometimes omitted
- May follow this section with “References Available upon Request”

What goes into it?

Draw three columns, one for each of the following:

1. Titles or positions
2. Sponsors or affiliated organizations
3. Dates of involvement
(M/ Y-M/ Y or Y- Y)



Exploring content possibilities



- Extracurricular activities
(Outside the regular academic curriculum)
- Awards, grants, prizes, and special honors
- Memberships in professional clubs and organization
- Volunteer activities
- Hobbies

Big or little? Major or minor?

- How relevant are your honors and activities?
- Which honors and activities would most interest prospective employers?
- How much space do you have?
- May be short list at bottom
- May be a major section, resembling work experience



Two approaches

Minimal approach

Photography Club, University of Illinois,
January 1999-Present

Elaborated approach

President, Photography Club, University of
Illinois, January 1999-Present

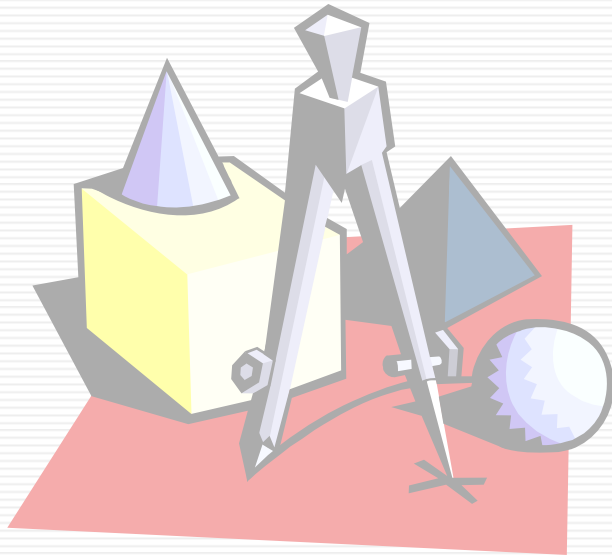
- Organized campus contest
- Increased membership with promotional efforts

Using visual design

- Simple list
- Columns
- List with bulleted descriptions
- Coordinate with other sections



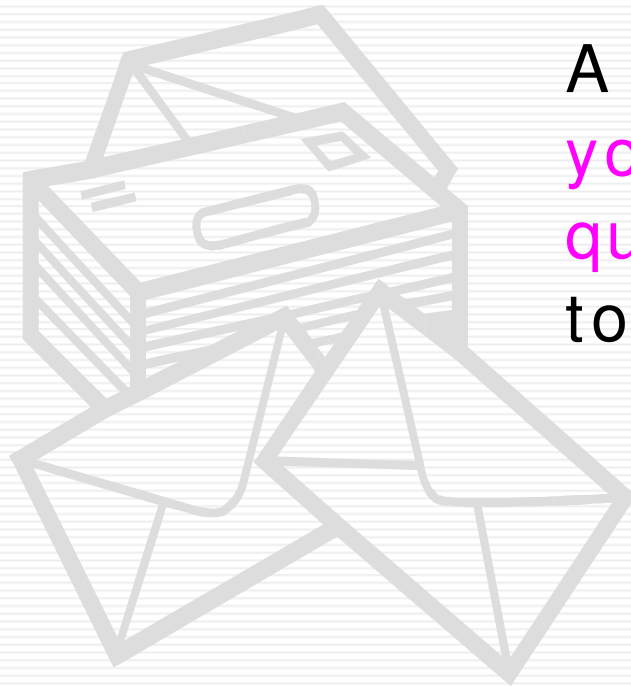
Plan of attack



- Brainstorm
- Decide what to include based on relevance, interest-value, and space considerations
- Match organization and design with rest of resume
- Seek critical feedback

Cover Letter

What Is a Cover Letter?



A cover letter **expresses**
your interests and
qualifications for a position
to a prospective employer.

What Should My Cover Letter Accomplish?

- Your cover letter should introduce the **main points of your resume**.
- It should also help you to **“sell”** your qualifications to the prospective employer.



Cover Letter

- ❑ Should **compliment** resume
- ❑ Don't be too detailed
- ❑ Try to **limit to 3 paragraphs**
 - **Paragraph 1** - List the position and how you became aware of it.
 - **Paragraph 2** - Explain “why” you are interested and qualified
 - **Paragraph 3** - Close by expressing an interest in interviewing.

Header

Emma Markley
Human Resources
Director
St. Luke's Medical Center
729 S. Paulina
Chicago, IL 60612

Dear Ms. Markley:

- Address your letter to a specific person, ideally to the person who will interview you.
- Look for the person's name in company publications, or phone the organization and ask for the person's name or for the personnel manager.

Preliminary Research

□ *Find out*

- * General job information
- * Desired qualifications and skills
- * Key values and words

□ *Check with*

- * Placement office files
- * WWW
- * Trade journals, magazines, and newsletters
- * Directories
- * Professors
- * Company literature

Introductory Paragraph

Your first paragraph should:

- ❑ Get the reader's attention, stimulate interest, and be appropriate for the job you are seeking.
- ❑ Make your goal clear to readers.
- ❑ Preview the rest of your letter.
Highlight the qualifications you will discuss throughout the letter.

Solicited Application Letters

- ❑ **Solicited application**

letters are letters written in response to an advertised job opening.

- ❑ It is appropriate to mention where you learned of the opening in the first paragraph.

Example:

I believe that my knowledge of public relations and my proven communication and leadership skills make me a strong candidate for the position of Media Relations Coordinator that was posted by the Delta Airlines Job Opportunities Program.

Unsolicited Application Letters

- Unsolicited application letters are written to companies that have not posted a job opening.
- It is important to gain the reader's attention and persuade them that you can contribute to the company's goals.

Example:

As a member of one of the fastest growing publishing houses in the world, do you have an opening in your acquisitions department for a recent college graduate with a major in English and publishing and editing experience?

Goals of the Body Paragraphs



- Highlight your strongest qualifications for the position for which you are applying.
- Demonstrate how these qualifications will benefit the employer.
- Refer employers to your enclosed resume.

Detailing Your Experience

- ❑ Show (**don't tell**) employers your qualifications
- ❑ Include specific, credible examples of your qualifications for the position.
- ❑ Use numbers, names of equipment you've used, or features of a project that may apply to the job you want.

Example:

As a banking representative at Bank One, I provided quality customer service while promoting the sale of products to customers. I also handled upwards of \$20,000 a day and was responsible for balancing the bank's ATM machine.

Using Active Language-Don'ts

- ❑ Don't be vague in your descriptions.
- ❑ Don't use weak verbs such as **endeavored**, **tried**, **hoped**, and **attempted**.
- ❑ Don't use sexist language such as **chairman** and **manpower**.

Vague: I worked as a ramp agent at Comair.

Weak: I attempted to attract customers.

Using Active Language-Do's

- ❑ Use concrete words to describe your experience. Vague: I worked as a ramp agent for COMAIR.
- ❑ Use present tense to discuss current activities and past tense for previous job duties or accomplishments. Specific: As a ramp agent, I assisted in loading baggage, oversaw fueling the aircraft, and stocked commissary items on the aircraft.
- ❑ Be as specific as possible in descriptions; list dollar amounts and figures when you can. Weak: I attempted to attract customers.
Strong: I initiated a program to attract customers to Pizza Hut, which resulted in a 5% increase in sales for the month of June.

Organizing Your Letter

- In general, cover letters should be no longer than one typed page.
- Organize your body paragraphs to emphasize your strongest and most relevant qualifications.
 - Only include the two or three strongest qualifications from your resume.
- Make it easy for readers to scan your letter by beginning each paragraph with a topic sentence.

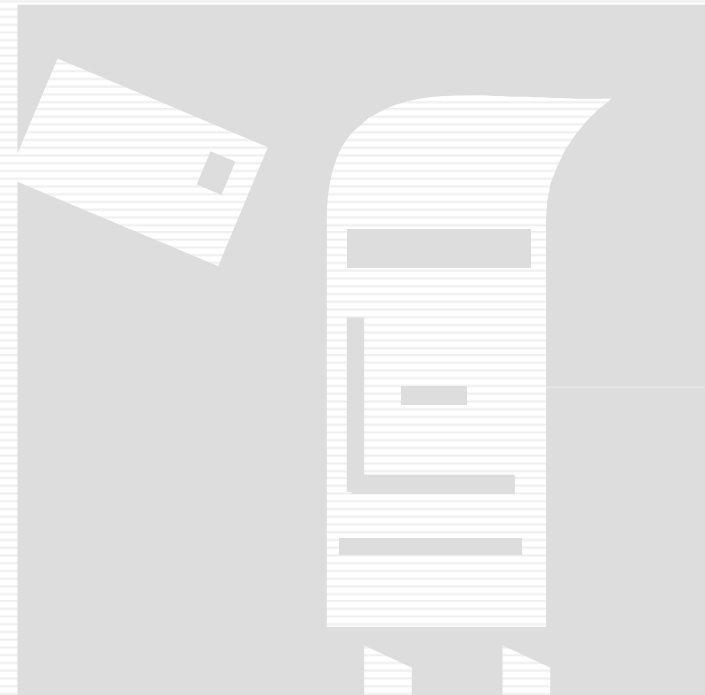
Concluding Your Letter

I would welcome the opportunity to discuss these and other qualifications with you. If you are interested, please contact me at (317) 555-0118 any morning before 11:00 a.m., or feel free to leave a message.

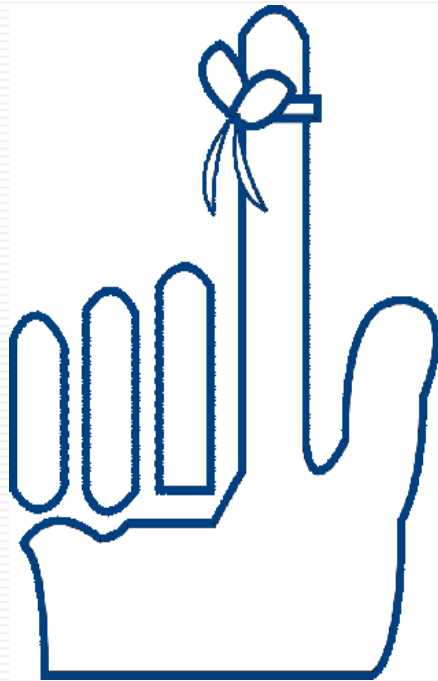
- Conclude by asking for a personal interview.
- Be flexible regarding a date and time for the interview.
- Be specific about how the interviewer should contact you.
- Include a thank you.

Mailing Your Letter With Your Resume

- ❑ Coordinate the design of your letter with the design of your resume.
- ❑ Be sure to send both (your resume & cover letter) to prospective employers
 - they both reveal different kinds of information about you.



Key Points to Remember



- ❑ Appeal to company values, attitudes, goals, projects, etc.
- ❑ Elaborate on the information in your resume.
- ❑ Provide evidence of your qualifications.
- ❑ Proofread carefully for grammatical and typographical errors. The letter should be error-free.

Reference Page

- Always ask
- 3 people minimum
- Variety of references
- Keep them informed
- Use resume heading

Some other resume/ CV Do's and Don'ts

Do

- List full date(01/03)
- Use Active Verbs
- List accomplishments
- Be Specific
- Have someone else proofread it for spelling and grammar
- Use Bullet Points

Don't

- List Personal Information
- Include your picture
- Indicate Salary
- Include in non-job related information such as hobbies, interests or religion

Make your resume/ CV stand out

- **As focused as possible;**
 - Ideally: a new CV for each application.
- **The appearance of your CV is part of the marketing process**
 - set margins on both sides
 - justify the text,
 - consider the use of CAPITALS, italics and bold to headline and highlight your information.

The Resume Commandments

- I. Thou shalt not write about your past; thou shalt write about your future!
 - II. Thou shalt not confess.
 - III. Thou shalt not write job descriptions; thou shalt write achievement statements.
 - IV. Thou shalt not write about stuff you don't want to do again.
 - V. Thou shalt say less rather than more.
 - VI. Thou shalt not write in paragraphs; thou shalt use bullet points.
 - VII. Thou shalt not lie.
-

1.Thou Shalt Not Write About Your Past

- ❑ Because your resume is a marketing piece for your next job, it concerns your future, not your past.
- ❑ If you're writing a chronological resume, don't write your resume as if it were a historical document.
- ❑ Even though the body of your chronological format is structured around your work history (your past), the achievement statements should support your job objective statement (your future).

2.Thou Shalt Not Confess

- ❑ Why? Because your resume is not a confessional
- ❑ You don't have to tell all.
- ❑ Don't waste space or distract the reader by putting anything on your resume that doesn't support your job objective or cast you in the best light possible with regard to experience, ability, age, and personality.
- ❑ Be selective.
 - Pick through all your information and choose only what's relevant to your job objective.

3.Thou Shalt Not Write Job Descriptions

- Achievement statements are the most powerful way to say “I’m good at what I do!”
- Make sure your achievements are stated appropriately for the type of work you’re interested in.
 - For example, a salesperson’s achievement statements will probably be much more dramatic (for example: Exceeded sales quotas by 300%)
 - An accountant or technician’s resume (for example: Used spreadsheet applications to analyze reports for upper management).

4. Thou Shalt Not Write About Stuff You Don't Want to Do

- Writing your resume is like writing your next job description
 - Because everything you put in your resume suggests what you're eager to do in your new job.
- Never write about duties that you don't want to do again, no matter how good you are at them!
- Use a resume format that **highlights** the **appropriate skills and experience**.
- **Don't mention responsibilities you don't want to hold on your next job.**

5. Thou Shalt Say Less Rather Than More

- ❑ Time is money
- ❑ Less text is more effective at grabbing the reader's attention.
- ❑ Also, even though you provide less information, it's all high-quality information, which makes the resume more impressive.
- ❑ ***The Eight-Second Test!***

6. Thou Shalt Not Write in Paragraphs

- A busy manager is unlikely to read a resume made up of long paragraphs
- A bullet at the beginning of a statement effectively says, “Here’s an independent thought that’s quick and easy to read,”
 - whereas a paragraph implies that one has to read the whole thing to get the full meaning.

7. Thou Shalt Not Lie

- Stating experience at a particular place of employment where you never worked
- Misrepresenting the level of responsibility you held (for example, listing “Art Director” when you were really a graphic designer)
- Listing a school that you didn’t attend
- Claiming to have a degree that you didn’t obtain
- Taking credit for someone else’s achievement
- Overstating skill levels in a technical field