




Kick Butt Resumes

RCPT 210

The Essentials


- Professional appearance
- Clear and concise
- Thorough
- Error free – proofread at least 4 times!
- Balanced and consistent
- Truthful



Basic Styles

- Chronological
 - Lists experiences by date
 - Start with the most recent and work backwards
 - Most common and accepted form
- Functional
 - Focuses on skills and abilities
 - Can be used if you have limited work experience or need to condense a lot of jobs

Hybrids combine jobs with skills.



Finding the “Look”

- Laser quality on nice paper
- Use white space (1/4 white space to text)
- No more than two fonts (use font styles sparingly)
- Typos and errors are unacceptable
- Use action verbs to describe your experiences and skills

Hint: Print several versions of your resume to find your style


Short Discussion on Typefaces

- Serif refers to the decorative flourishes at the end of strokes.
- Serif typefaces tend to be more readable (except on web sites)



Serif Sans Serif

- Serif fonts include: Times, Palatino, Garamond, Century Schoolbook, and Book Antiqua
- Sans-serif fonts include: Arial, Helvetica, Futura, Tahoma, Avant-Garde, Century Gothic, and Verdana



Cutting the Clutter

- First-person pronouns
- Articles (the, a, an)
- Helping verbs (have, had, may, might)
- “Being” verbs (am, is, are, was, were)
- Shifts in tense (use present tense if still engaged in the activity)
- Complex sentences
- Overwriting
- Abbreviations & acronyms

Hint: Set a 25 word limit for bullets

Finishing Touches

- Quantify accomplishments with numbers, percentages, and dollar amounts
- Use action verbs
- Include keywords (digital resumes)
- Put the important stuff first
- Delete high school info unless it directly applies
- Study other resumes



References

- Gain their permission first!
- Make sure all their information is accurate
- Select people on how well they know you and your abilities
- Use a separate reference sheet
- Mix academic, work, and personal references if possible
- Coach your references (provide resume)

