

# Résumé Tips!

## Get Their Attention!

Career Foundations: Item 5

A résumé cannot get you a job; however, a good résumé can help you get to the interview stage. So, the goal of the résumé is to get the interview. With that in mind, a résumé should tell recruiters enough to make them eager to meet you, but not so much that they have no reason to talk to you in person.

Remember, your résumé could find itself in a pile of several hundred. What will make your résumé the one

chosen for consideration? What will be the first information they read about you and how impressive will it be? When recruiters first look at your résumé, they don't spend a great deal of time scrutinizing every word, they initially look for those key traits, technical skills, and previous experiences that satisfy the requirements of the open position.

### Tip 1 - Use Titles or Headings That Match the Jobs You Want

With employers receiving hundreds of résumés you must make sure that your résumé hooks an employer's attention within a 5-second glance. A great way to do this is to use job titles and skill headings that relate to and match the jobs you want.

**Title:**

Accounting / Recordkeeping  
Administrative  
Computer Skills

**Description:**

Management of A/R and A/P Accounts  
Computerized Accounting Applications  
Departmental Administration / Recordkeeping

### Tip 2 - Create Content That Sells

**Generic:**

Maintained records for accounts receivable and accounts payable.

**In Depth:**

Managed over 1,000 accounts receivable and payable accounts, working directly with the Chief Financial Officer.

### Tip 3 - Quantify and Use Power Words

**Typical Verbs:**

Gave work assignments to staff of entry level accounting clerks.

**Power Words:**

Directed workflow, supervised and trained accounting staff performing posting to general ledger, accounts receivable and payable accounts.

## Tip 4 - Sell the Benefits of Your Skills

List the positive outcome of your work and decisions.

Achieved top production volume by maintaining high degree of accuracy with typing speed at 80 wpm.

Cut labor expense over \$6,000 annually by eliminating the need for part-time word-processing.

## Tip 5 - Prioritize the Content of Your Résumé

Start with the most important and most impressive.

### Unprioritized

Maintained records control, filing, office supply purchasing and equipment maintenance. Managed front office functions to support the President, Vice President and staff of 20 Sales Representatives.

### Prioritized

Managed front office functions to support the President, Vice President and staff of 20 Sales Representatives. Maintained records control, filing, office supply purchasing and equipment maintenance.

## Types of Résumés

The résumé you create should suit your experiences and information.

- ◆ **Reverse Chronological:** This type of résumé lists experiences in a strict time sequence with the most recent experience first. This format works best for people who have had no gaps in employment and are well on their way up their career ladder.
- ◆ **Functional:** This type of résumé lists your experiences by skill areas. For example, your skill areas might include supervision, marketing, and customer service. Then, under each of these categories, you can describe the skills you have gained from all your work and volunteer experiences. This format can be very effective for those who have held several of the same kinds of positions, those who wish to focus on skills to change to another position, or for those who are returning to the workforce after a prolonged absence. Dates of employment can be eliminated if necessary.
- ◆ **Combination:** This type of résumé is a "combination" of the reverse chronological and the functional. It lists your experiences by skill areas and also includes employers and dates of employment. This type of résumé can effectively target skills required by specific employers or job announcements.



995 N. Reed Avenue Reedley, CA 93654  
559-638-3641  
[www.calagcc.com](http://www.calagcc.com)