

# POSITIVE TIPS FOR THE JOB MARKET

## **RESCUE YOUR RESUME!**

### **TIPS TO HELP YOUR RESUME AVOID THE PAPER SHREDDER**

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As recruiters and placement specialists we've had the opportunity to review hundreds of resumes. They've ranged from hand-written autobiographies and perfume-scented poems to first-class, professional documents. The resume is a very powerful self-marketing tool; effort put into preparing a strong resume can have a large pay-off when it comes to landing interviews and getting job offers. So, how do you create a knock-em-dead resume?

First, you must tailor your resume to each job by applying your skills, aptitudes and experience to the position that you're applying for. Therefore, before you send off your resume, you need to read the job advertisement very carefully and make sure your resume reflects the skills that the employer is seeking. Researching the position and the company is also time well spent. A generalized resume submitted to any job that comes along will often not make it past the first review. In practical terms, this means that if you are applying for a customer service job and a maintenance job, you will have 2 resumes; one emphasizing your people skills and the other emphasizing your mechanical skills.

Secondly, keep your resume brief and to the point by avoiding information that is not relevant. Ensure your resume is clean, free of mistakes and has no handwriting. Consider the advertising mantra "White Space Sells!" because it's true; a crowded resume appears overwhelming and, frankly, most employers won't have the time to read it.

When writing your resume, here is a basic layout to consider:

- a) **Header:** name, address, email address, phone number
- b) **Profile/ Qualifications:** paragraph/ bulleted list detailing the scope of your experience and areas of proficiency. Use action verbs (e.g. "typed production reports" or "supervised a crew of four...") instead of nouns.
- c) **Employment History:** job responsibilities and achievements in the past 5 to 10 years stated in reverse chronological order
- d) **Education:** (this section may be moved to the top if your education is related to the job or is your most recent experience)
- e) **Other:** related topics include professional affiliations, community activities, technical expertise, and languages spoken.

If you require additional assistance, there are plenty of books available at the library, various online resume writing guides, as well as resources and personal help at the Job Resource Centre. Moreover, if time is a factor, professional office services providers such as High Country Office Services can prepare your professional resume for a small fee.

**For more information please contact  
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