**Resume Writing**

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**DEFINITION**

* A resume is a concise description of what you have to offer an employer.
* It emphasizes your accomplishments by outlining your:

**EDUCATION**

**WORK EXPERIENCE**

**VOLUNTEER EXPERIENCE**

**AWARDS**

**LICENSES and CERTIFICATIONS**.

* Its purpose is to spark interest to get an interview.
* It needs to be very clear as to what you did, for whom, and why. It needs to be easily understood.

**WORDING**

* Start each line with an action word:

Provided, Planned, Prepared, Conducted, Communicated, Utilized, Guaranteed, Operated, Assured, Created, Developed, Established, Learned, Expanded, Maintained, Exceeded, Supervised, Predicted, Promoted, Collaborated, Advised, Educated…

* Quantify wherever you can. Use numbers to prove results of your efforts:
* Served over 150 guests.
* Sold over $400 of merchandise per shift.
* Provides personal care and assistance with activities of daily living for up to 60 patients.
* Trained a staff of up to 20 crew members.
* Use powerful adjectives and adverbs:

Accurately, meticulously, complex, high-end, fast-paced, high-volume, total, extensive, entire, carefully, quickly, efficiently, various, numerous, multiple, all…

**ADDITIONAL TIPS**

* Use bullets, underlining, *italics*, and **bold face** to make it easy to read and to emphasize key components.
* There should be ***absolutely no spelling, grammatical, or factual errors!!***
* It needs to look good! Use Cambria, Calibri, or Arial fonts in 10 or 11 for text. Headings can be 14 or 16. It should be symmetrical, balanced, uncrowded. Use white space between sections.
* Use horizontal lines between sections. Color headings.
* Print it on high quality white, off-white, ivory, or gray 8 ½ x 11 inch paper. Make sure the water mark is facing the correct way.
* A resume must be accompanied by a cover letter. Use your heading to create a personalized letterhead. If mailing, use a large envelope. Do not staple. Use the same paper.