

## EFFECTIVE RÉSUMÉS

### Desired Attributes

- **Honesty.** Accurately portray your qualifications. Any falsification could cost you a job.
- **Design.** Your resume design should be consistent and attractive. If you use bullets, only use one style. Do not end sentences with periods.
- **Organization.** Whether you choose a chronological or functional resume, carefully and consistently order your information. Your personal level of organization and ability to communicate shows in your resume.
- **Length.** Those without 10+ years of professional experience should limit resumes to one page. Only use short sentences to describe your entries and experience, omitting “I” and deliberately using action-packed verbs.
- **Accuracy.** Incorrect grammar, spelling, dates, and other inconsistencies will destroy your resume’s competitiveness. Ensure all the information you provide is correct and eliminate any typos or other problems.
- **Relevance.** You must tailor everything on your resume to the position you seek. Modify your entries to highlight skills or experiences that make you well-suited for the desired job. Although perhaps everything you have done does not specifically relate to a certain position, demonstrate how your achievements are relevant to an organization’s specific needs. Applicants who submit the same generic resume for each job are unlikely receive interview offers.

### Profile Statements

#### Profile Statements

A profile statement is a hard-hitting opening statement packed with your skills, abilities, personal attributes, and accomplishments.

The most effective profile statements target on one career goal. If you have more than one possible objective, you must consider drafting different versions for your resume. This profile helps the hiring manager determine if you should be called for an interview or not.

Your profile statement should be the first thing on your resume (in place of the objective statement) and can be in paragraph-style or bullets. Don’t restate anything that can be found somewhere else in your resume or cover letter. Instead, use this space as an opportunity to tell the organization the value you’ll bring if hired.

A profile statement clearly and concisely conveys your qualifications, experience and education in terms of the company’s needs and values. It’s a great way to tell a hiring manager why you’re perfect for the position. Many

## Profile Statements

of the company's desires can be found in the job description itself—for example, communication skills, fluency in a foreign language, certain personal attributes, etc. You'll also need to do your research and figure out what the company is looking for in a candidate beyond the job description.

### **Job description**

*Ideal candidate would have internship experience, knowledge of social media, strong written and verbal communication skills, and the ability to meet deadlines. The ad also says the ideal candidate would be fluent in Spanish, although this is not required. You look beyond the ad to find out the organization works closely with community service-driven nonprofits.*

### **Profile statement**

*Organized, deadline-oriented professional with more than two years public relations and social media experience. Strong written and verbal communication skills in both English and Spanish. Spent the last three summers volunteering with a local nonprofit to enrich the lives of those within the community.*

To write a good resume profile is essential to make it really sharp. Use the following tips for writing a perfect resume profile:

- **Relay your value:** Briefly weave your top selling points into your resume opening statement and try to prioritize those which better match with the job's description.
- **Light it up with keywords:** Fill your summary with keywords related to your career field.
- **Promote your certifications:** Mention certifications, advanced degrees you hold, like CPA, a law degree, etc.

### **Objective statement**

*An Operation Manager position at International Corporation companies with business in Mexico, Spain or in any other Spanish speaking countries.*

### **Profile statement**

*Master of Business Administration with substantial experience as Operation Manager. Proven ability to provide the highest level of corporate services while consistently reducing expenditures. Fully knowledgeable in all aspects of warehousing, purchasing, security, facilities planning, staff management and cost control. Bilingual English and Spanish. Established competitive bidding for maintenance contracts*

*reducing 30% overhead costs and increasing service quality.”*

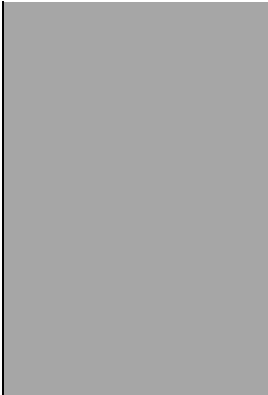
## Necessary Elements

- **Contact Information.** In addition to your name, address, telephone number, and email address, feel free to include a website. Remember any email or web addresses should be professional.
- **Credentials.** Based on your experience, the order of your education, relevant employment, and related skills might vary. Again, tailor your resume to the position and its needs.
  - **Education.** List your most recent education, providing names, dates, and degrees earned. Focus on relevant skills acquired and avoid generic class titles.
  - **Relevant Employment.** Use quantifiable evidence to demonstrate the skills you can contribute to a certain position. Avoid general words like “several” or “many.” Providing numbers and highlighting specific skills will make your resume more impressive.
  - **Leadership Experience.** List leadership opportunities including position, responsibilities, and outcomes.
  - **Related Skills.** List any other specific skills that might apply to the desired position. Often this can be incorporated into your education or employment sections. If this would not work very well, you may list skills separately, remembering to quantify them and demonstrate how they will aid your employer.

## Checklist

- Does the resume respond to the needs of its readers?
- Is the resume honest?
- Does the resume have a professional appearance, with generous margins, a symmetrical layout, adequate white space, and effective indentation?
- Is the resume free of errors?
- Does your resume have a strong personal statement?
- Does the identifying information section contain your name, address(es), and phone number(s)?
- Does the education section contain your degree, your institution and its location, and your anticipated date of graduation as well as any other information that will help your reader appreciate your qualifications?
- Does the employment section include, for each job, the dates of employment, the organization’s name and location, and (if you are writing a chronological resume) your position or title, as well as a description of your duties and accomplishments?

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- Does the leadership section include your position or title, as well as a description of your duties and accomplishments?
  - Does the personal section including relevant hobbies or activities, including extracurricular interests?
  - Does the reference section include the names, job titles, organizations, mailing addresses, and phone numbers of three or four referees, such as character, education, employment, and leadership?
  - Does the resume include any other appropriate sections, such as military service, language skills, or honors?