

Resumes, Cover Letters & More



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Resume Writing



Goal:

Review professional resumes and cover letters

Objectives:

Learn the **Purposes** of a resume and cover letters

Learn to **Decide** what information to include

Learn the best uses for **Different Styles** of resumes and cover letters

Learn **Strategies for Organizing** the information

Resume Tools

- **Marketing Tool**
- **Decision-Making Tool**
- **Learning Tool**
- **Re-framing Tool**
- **Interview Preparation Tool**
- **Interview Guiding Tool**



What is a Resume?

**YOUR RESUME
IS A
REFLECTION
OF YOU!**

APPEARANCE

- Create good spacing with margins one inch wide on top, bottom and sides of the resume. Possibly 1-inch on all sides.
- Use bold type, underlining, shading and CAPITALIZATIONS to highlight information.
- Use fonts such as Arial, Tahoma or Times Roman and a font size of 10-12 points ...(especially when e-mailing your resume).
- The resume should be neat. Never make handwritten corrections.
- Produce on a computer using a laser printer. Then have your resume professionally copied on white or off-white resume paper.

What is a Resume?

LENGTH

- Resumes should typically be confined to one page. However, in some fields it is okay to have two pages, but never more than two pages. Put your name and page number on the second page.
- Paragraphs should be no longer than five to seven lines or three to six bullets.



What is a Resume?

CONTENT

- **Use only current resumes. Make sure all contact information is current.**
- **Tell the employer what you can do! Highlight content and transferable skills.**
- **Quantify and address why your work was important. Show results and achievements.**
- **If a career objective is used, it should be specific and give focus to the resume.**
- **Do not list personal information, salary or references on the resume.**



For

Your

Information

Writing Style



- **Check for grammar, spelling and typing errors.**
- **Write in a telegraphic style (concise phrases). Complete sentences are not necessary.**
- **Write objectively - no I's, me's, my's, etc.**
- **State present position in present tense and past positions in past tense.**
- **Use action verbs and keywords.**
- **Avoid ABBREVIATIONS when possible.**

What Should My Resume Include?

- ✓ **Contact Information (name, address, phone and e-mail address)**
- ✓ **Objective/Summary/Profile**
- ✓ **Education/Training**
- ✓ **Special Skills/Other Qualifications**
- ✓ **Accomplishments/Achievements**
- ✓ **Experience/Employment History**
- ✓ **Military Experience (if necessary)**
- ✓ **Place the most important material with the greatest amount of detail at the beginning of each job description and resume section**
- ✓ **Use a format that is uncluttered, organized and readable**
- ✓ **References- "*References available upon request*" (optional)**



Resume Styles



CHRONOLOGICAL

**FUNCTIONAL
SKILL**

COMBINATION

TARGETED

1. **Chronological - Emphasizes work history.**
2. **Functional - Emphasizes skills organized by category.**
3. **Combination - Combines the best of style 1 and 2.**
4. **Targeted- Highlights capabilities/skills and supporting accomplishments for specific professions.**
5. **Although Resume styles vary, the information that one includes tends to remain the same (in most cases) despite the style used.**

Styles of Resumes

The Chronological Resume: Emphasizes on career growth and work experience.

ADVANTAGES

- You are staying in the same field as past jobs.
- Your employment history shows real growth and development.
- Your past titles are highly impressive.
- The name of your last employer is important.
- You want to emphasize your employment history.

DISADVANTAGES

- You are looking for your first job.
- You are changing career goals or work focus.
- You have been absent from the job market for sometime.
- You want to de-emphasize dates.
- You change employers frequently.

Styles of Resumes

Functional/Skill Resume: Emphasizes on functions or areas of skill.

ADVANTAGES

- You are looking for your first job.
- You are changing career goals or work focus.
- Your skills are more impressive than your employment history.
- You have been absent from the job market for a while.
- You have changed employers too frequently.

DISADVANTAGES

- You have performed a limited number of skills in past jobs.
- You want to emphasize your employment history.
- Your employment history shows no real growth and development.
- The name of your last employer is important.

Styles of Resumes

Combination Resume: Emphasizes on both the functional and chronological format and combines them to give a useful mixture of the two.

ADVANTAGES

- **The two formats may be combined in various ways that allow you to tailor the style to specific employers.**
- **Downplay irrelevant work experience and gaps in employment.**

DISADVANTAGES

- **Same as the Chronological and Functional format.**

Style of Resumes

Targeted Resume: Emphasizes on both chronological and functional areas.

ADVANTAGES

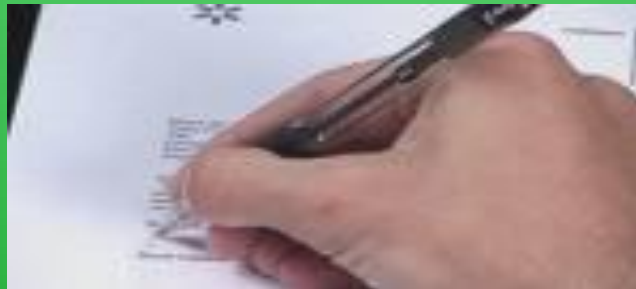
- You want to make an impressive case for a specific job target.
- You are very clear about job direction or skill focus.
- You are willing to write a resume for each job target.
- You have skills, but not a necessarily long impressive history in those skills.

DISADVANTAGES

- You are not clear about job targets.
- You only want one all-purpose resume.
- You are not certain of your skills and capabilities.
- You are just starting the workforce and have a limited amount of experience.

Cover Letter Information

- ✓ **Cover letters are letters of introduction**
- ✓ **Cover letters lets you expound upon your resume**
- ✓ **Cover letters allow you to express sincere interest in a postion**
- ✓ **Cover letters should include the employers needs and how you will meet them**
- ✓ **Cover letters should be brief and simple** (approximately 3-4 paragraphs)



Cover Letters include

Paragraph 1 & 2

- ✓ The position are you applying for
- ✓ How did you learn of the position or company

Paragraph 3 & 4

- ✓ Why are you perfect for the position
- ✓ Follow-up and contact information



Types of Cover Letters

Cold-Contacts

- **A letter sent to a company, which may not have publicly advertised open positions is called a cold-contact letter**

Job-Specific

- **The company is seeking a new recruit and you're perfect for the position**

Referral

- **You have been referred to the company through a mutual acquaintances**

Tabulated/Two Column

- **Highlights the match between the employer's requirements and your skills and accomplishments**

Internet Sites



http://www.jobweb.com/resumes_interviews.aspxww



<http://www.collegegrad.com/resumes/>



<http://editorial.careers.msn.com/gettinghired/resumes/>



<http://www.quintcareers.com/resres.html>



<http://jobsearch.about.com/>



<http://resume.monster.com/>



<http://www.susanireland.com/>



Critique



- **Final Draft- Once you have completed your resume and cover letter EDIT, EDIT, EDIT!**
- **Always seek out constructive feedback on your resume and cover letter before submitting it to employers. Word process a rough draft and see the Advising and Career Center Staff for a professional critique.**

**To make an appointment call the
Advising and Career Center
262.595.2040**



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