

# Resume Writing

## *Preparation is the key*

Much preparation goes into an excellent resume. You don't simply begin by writing. Below are some simple tips to make you more successful in the preparation of your resume.

- ❑ Establish clear goals for your job search.
- ❑ Identify your skills that match your goals.
- ❑ Gather supporting materials.
- ❑ Summarize your past employment related experiences.
- ❑ Write, rewrite and edit until the resume is perfect.
- ❑ Always have someone proofread your resume.
- ❑ Have someone repeat back to you what your resume says.

## *Make your resume grow with you.*

*Continuously work to keep your perfect resume up-to-date. Its development should mirror your personal and professional development.*

## *Meeting the challenge*

- ❑ Don't overwhelm employers by providing more information than necessary.
- ❑ Don't try to be everything to everyone.

*The greatest challenge will not be what to include in your resume, but what to leave out.*

*An attention-getting resume must be targeted, to the point, and must clearly identify your qualifications.*

*Focus on skills and accomplishments with specific attention to actual results.*

*Hobbies, crafts and clubs can also give your accomplishments and skills.*

You aren't ready to approach prospective employers until you have taken all of the steps above.

**Your resume should be an honest presentation of your best!**

## *Skill Identification*

Employers want to know what you can do, not just where you have worked. If you cannot clearly state at least 20 skills directly associated with your job goal, you are not ready to begin your job search or write your resume.

- ❑ Take the time to work on developing a list of your skills.
- ❑ Identify examples of places where you have used your skills.
- ❑ Remember that employment-related skills do not always come from employment—they may originate from education, volunteer work, personal interests / life experiences.
- ❑ Be very specific describing skills.
- ❑ Be sure to state your skills in a positive light.
- ❑ Avoid any language that may reduce their value.
- ❑ Always be honest and positive.

## *Be clear!*

Clearly identify your skills. Your skills must stand out. Whenever possible, state your skills as expert skills—avoid being perceived as a generalist.

Whatever style or format you choose, your resume must clearly communicate the skills you bring to the job.

## *Goal Setting*

An important element in resume preparation is establishing clear goals or objectives. You should not approach your job search, or write a resume, with the goal of just “anything”.

It is critical that you *target* your resume to a specific occupational goal. The content of your resume should point to that goal.

You are not prepared to write your resume until you have established specific goals.

## *Keep the goal in view*

As you write your resume, keep your goal in view. This will help you decide what to include, what to leave out, and will help target your resume.

*Great resumes are ones in which every piece of information points to a clear occupational objective.*

Resumes must be skill-based and clearly target your objectives and the needs of the employer.

## *The Language of Resumes*

There are many ways to present your skills. You may use narrative, bullets, and lists of key words, highlights or other presentation styles.

*What you say is important, but how you say it is just as important. An excellent method is to use action verbs to highlight your qualifications.*

Use measures to strengthen your statements. For example, briefly describe the results of your efforts—certificates received, profits increased, etc.

*Resumes are not literary,  
they are promotional*

- ❑ Complete sentences are not always necessary
- ❑ Avoid the use of “I”
- ❑ Use lots of bullets & key phrases

**Remember that the goal of a resume is to get an interview. It is like a preview of coming attractions; you want to save the best for the presentation.**

## **Military Family Resource Centre MEAFORD**



## *Resume Writing*

*Tips & Techniques to help you  
prepare a resume that works.*

### **Valerie Deacon**

Employment Assistance Coordinator  
Military Family Resource Centre  
Land Force Central Area Training Centre  
RR #1

Meaford, ON  
N4L 1W5

Tel: 519-538-1371 Ext. 6509

Fax: 519-538-6674

Email: [frc@atc.meaford.net](mailto:frc@atc.meaford.net)

Webpage: [meafordfrc.tripod.com](http://meafordfrc.tripod.com)