

RESUME PRINCIPLES

Who gets jobs?

- ▶ The most qualified person?
- ▶ The person who knows how to get jobs?

Outline

- 1) Key To Being Competitive
- 2) Power Statements & Essential
Commercials
- 3) Resume Components
- 4) Resume Types & Formats

MY GOALS

“THE LEARNING PROCESS IS ENDLESS.”

“We must read, we must observe, we must assimilate, and we must ponder that to which we expose our minds. I believe in the evolution of the mind, the heart, and the soul of humanity. I believe in improvement. I believe in growth. There is nothing quite as invigorating as being able to evaluate and then solve a difficult problem, to grapple with something that seems almost unsolvable and then find a resolution.”

Gordon B. Hinckley

Standing for Something (2000), 62



1.Key To Being Competitive

Staying in the race!

How?

By knowing what the employer wants and needs!

Employers want...

- ▶ An increase in profits!
- ▶ To have their problems solved
- ▶ To have harmony in their workforce
- ▶ Employees that work hard and show initiative

Make it “easy” on HR by translating your experiences into:

Achievements/Results that benefit employer = Power Statements

2. Power Statements & Essential Commercials

- ▶ Formula
 - Circumstance - situation
 - Action - and skill used
 - Result - results & benefits
 - Zing - enthusiasm
- ▶ Key to:
 - Networking
 - Resumes
 - Interviews
 - Follow up

Job Description vs. Results

- ▶ Job Description means you are like everyone who ever had the job
- ▶ Best and worst employees had same job description!
- ▶ Accomplishments & Results set you apart from everyone else - the accomplishments & results must relate to the job

Resume Example

Office Manager, Jones Box

- ▶ Redesigned filing system which significantly reduced product deliver time by 20% resulting in increased customer satisfaction

3. Resume Components

- ▶ Usually resumes include the same basic components.
- ▶ They are simply reordered based upon how best to present the job seekers qualifications & career field

3. Resume Components

Objective is optional

- ▶ Be specific or don't have one. Include specific job title - don't make the secretary guess - guess into trash.

Summary of Qualifications

- ▶ Briefly summarize your **strengths that relate to job** (*experience, knowledge, special skills, areas of expertise, and key accomplishments.*)
- ▶ Summary could be an abbreviated version of the 30" commercial - entice the reader to want to learn more.
- ▶ Focus on target employer.

4. Resume Types & Formats

- ▶ Chronological
- ▶ Functional - Combination - Hybrid
- ▶ Technology related
- ▶ Internet

Resumes may be scanned for key words so emphasize nouns not verbs.

4. Resume Types & Formats

Work Experience

- ▶ Which format Chronological, Functional, or Technical?
- ▶ Do not list a job description alone or you will make yourself identical to everyone else. **Include your accomplishments/ results** that focus on the target employer.

STEPS TO SUCCESS

1. Build Spiritual Strength
2. Career Plan - Goals
3. Learn to find Jobs / Job Search Plan
4. *Power Statements/Employer Needs*
5. *Essential Commercial*
6. *Network / Research*
7. *Focused Resumes / Winning Interviews*
8. Follow Up over and over