

Quick Notes on Resume Writing

- In the present job market, employees expect to spend, on average, only about four years at each position held. Some estimates are even lower. So... you should expect to write many more resumes throughout your work life!
- You will need more than one if you decide to apply for different types of work. For instance, if you apply to become an accountant, you will need a resume that spotlights education and experience in support of that discipline. If you want part-time work as an English tutor, you will need a separate resume to support that ambition. ***Your resume is a living document... a work in progress that requires periodic updating or, in some cases, rewriting.***
- A wise strategy includes keeping detailed notes on each position you hold... new tasks, training and education you receive, how long you do these tasks and, **most importantly**, your **accomplishments**.
- When crafting your resume(s), be sure to ***quantify your accomplishments*** whenever possible. For example, rather than including “Calculated large corporate payroll”, you might explain “Calculated weekly payroll for 103 employees averaging \$117,000.”
- ***Keywords*** are extremely important on your resume(s). They directly relate your skills and experience to a particular position. You can find these keywords in a variety of places such as:
 - The original job posting. Print a copy of the posting and carefully read through, highlighting the most important keywords words in the description.
 - Research the job at www.onetonline.org to find all sorts of information including necessary skills, education, and even physical demands.
 - Consult the US Department of Labor Occupational Outlook Handbook for job information such as salaries, projections on growth, and job descriptions.
 - There is an interesting concept known as a ***word cloud*** you can use to find and prioritize keywords. Use the site www.wordle.net/create to paste a job description and get a picture of the keywords in different sized fonts and boldness.

Remember: Keywords should include a healthy dose of honesty!

Tips from Resume Writing Workshop 11/2013