

The Job Resource Center at The Framingham Public Library is full of great books to assist in your resume writing. Here is a small sample of some of our titles:

- The blue-collar resume and job hunting guide: secrets to getting and keeping the job you really want - JOB 649.15 Krannich
- The career coward's guide to resumes: sensible strategies for overcoming job search fears - JOB 650.14 Piotrowski
- Gallery of best resumes: for people without a four-year degree - JOB 650.14 Noble
- How to write better resumes and cover letters - JOB 650.14 Criscito
- How to say it on your resume: a top recruiting director's guide to writing the perfect resume for every job - JOB 640.14 Karsh
- Packaging yourself: the targeted resume - JOB 650.14 Wendleton
- Perfect phrases for cover letters - JOB 650.14 Betrus
- The quick resume & cover letter book: write and use an effective resume in only one day - JOB 650.14 Farr 2008
- Resumes for the rest of us: secrets from the pros for job seekers with unconventional career paths - JOB 650.14 Boldt
- **And, online....**  
First and Best Cover Letters:  
[www.careerlab.com/letters/default.htm](http://www.careerlab.com/letters/default.htm)

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## WRITING AN EFFECTIVE RESUME

### What is a resume?

- A first impression!
- A marketing tool to sell your skills to an employer.
- A concise list of your major skills and achievements.
- A product that will show how your qualifications match the needs listed in the job description.

### You Need to Include:

- A **header** with your name, address, day and evening phone numbers, cell phone number and email address. An email address is an essential element for all job hunters, particularly if you are applying online.
- It is recommended that you use a service such as Yahoo, Gmail, or MSN to create an email address specifically for your job search.
- An **Objective** that fits your career goals and focuses on what skills you bring to an employer tailored for each job for which you are applying.
- A **Summary of Qualifications** so that you can highlight 3 or 4 of your primary qualifications, strengths or accomplishments.
- Your **Work History** with relevant experience, accomplishments, internships, and skills that match the requirements of a particular job.
- Volunteer experiences or leadership experiences in organizations outside of paid positions.
- Professional experiences or affiliations.

- Your educational background including licenses, certifications, computer skills, foreign languages, published articles and honors/awards received.

### **You Should Not Include:**

- Your salary history or requirements
- Names of supervisors, former employers' addresses or references
- A header with either the title "RESUME" or the date that the resume was created.
- Personal information, such as height, sex, race, religious affiliation, number of children, date of birth, health status, political affiliation, marital status, etc.
- "I" statements. Never use the word "I" or "me" in a resume.

### **Formatting and Creating Your Resume**

- Tailor your resumé to fit the needs and expectations of each company and job position for which you are applying.
- Include a **Summary of Qualifications** with 3 or 4 bullet points of your major achievements.
- Use an 11 or 12-point easy-to-read font.
- Limit the length to 1 page for an entry-level or 2 pages for those with more experience.
- Remember to put your name and contact information as a header or footer on Page 2.
- Proofread carefully! You only have one opportunity to create a first impression and your resumé must be perfect!
- Be accurate and honest.
- Use "action" verbs when describing your skills and accomplishments. *Created, planned, examined, trained, and organized* are a few examples.

### **What to Include in Your Work History Section:**

- Highlight your chief skills and responsibilities. Present your work history in reverse chronological order in short sentences.
- Account for any gaps in your employment history longer than 6 months. For example, it's OK to acknowledge that you attended school or stayed home to raise your children. If there are skills or knowledge that you gained during this interval you can list them here – organizational skills, leadership opportunities, classes that you took, etc.
- List only relevant work experience within the last 10 to 15 years. Omit unrelated short-term jobs. Your work experience should include dates of employment, name of employer, location (city, state) and the job title.
- Quantify and qualify your accomplishments with details of your experiences. Use numbers, percentages and quotes to tell the size of the budget you managed, the number of staff you supervised, etc.
- Use keywords relevant to the position or industry. Use your knowledge of the field, an informational interview with an expert in the industry, resumé books or the job listing itself.

### **What to Include in Your Education Section:**

- List in reverse chronological order your education, including college, vocational or trade schools, special training, and workshops relevant to the job for which you are applying. Include the name of the institution, dates attended, location (city, state, country), certifications/licenses, awards/honors/scholarships, degrees earned, and college major/minor.
- If you are a recent grad with little experience, you may list your education before your work history.