

Notre Dame Parish Career Enrichment Ministry



Résumé & Cover Letter

Notre Dame Career Enrichment Ministry

The Notre Dame Career Enrichment Ministry committee is comprised of members of the Notre Dame community who have experienced the challenges of career transition.

The suggestions and guidelines offered in these workshops are based on the research and experiences of the committee members. These views do not necessarily represent the views of Notre Dame Parish.

This presentation will be available on the Notre Dame website: www.notredamenhp.org

Please switch all cell phones and pagers to silent mode

Agenda: Résumé & Cover Letter

- Preparation
- Targeting
- Styles
- Include / Leave Out
- Sections
- Summary
- Action Statements / Words
- Qualify and Quantify
- Tips
- Common Mistakes
- Cover Letter

Why a Résumé?

- Résumé is an Ad Marketing a Product... You!
 - Like any ad, it touts the specific advantages of the product (skills, experience, achievements, education)
 - Shows you have what it takes to be successful in a specific position
 - Not just a Job History
- Résumés are Scanned in around 15 seconds
 - Yours must Stand Out
 - Don't be humble – State what you are Good At
 - Tell the truth – You won't be able to defend a lie in an interview
- Goal - Stimulate Interest to meet you and learn more (an interview)
 - Show Qualifications to pass screening

Preparation

- Plan Before Writing
- Keep a Notebook
- Brainstorm
- Research
 - This Employer, The Field, Similar Offerings
- Focus on Talents that THIS employer seeks
- Target a Specific Employer and Position
- Customize a Resume for Each Employer

Targeting

- Think of the Employer's Needs – not yours
 - They are looking for the Ideal Candidate
 - List a Perfect Candidate's Knowledge & Skills
 - Review Your Experience
 - Find an example where you can describe having those qualities.
 - What Makes You Stand Out ? Show your "Fit"
- Show the Employer that - You Understand
 - Their Industry
 - Their Needs
 - The Type of Employee They Seek
 - and that You Are It!

Résumé Styles

- Chronological
 - By Employer, City, State
 - Reverse Chronological Order
- Functional (Prioritized Skills)
 - Group Accomplishments, Responsibilities, Duties by skill
 - For each Skill State Your Concrete Accomplishments
 - Project Planning Skills
 - Managerial Skills
 - Sales
 - Training
 - Administration
 - Customer Service
 - Communications

Style Best Fits

- Chronological Best for:
 - Education Suited to Position
 - History Demonstrates Career Growth
 - Related Work History
- Functional (Skills) Best for:
 - Mature Seekers
 - Poor Work History (doesn't highlight time gaps)
 - Limited Experience or Changing Careers
 - Limited Education

Include

- Relevant Work and Volunteer Experience
- Link Skills/Experience to their Business Needs
- Education and Training (expected or in-progress too)
- Results (Accomplishments)
 - Rather than Responsibilities
- Keywords for this Position
 - Use the Key Phrases in their Position Description
 - Position says “...with travel management skills”
 - Change your “Made travel arrangements” use their keyword

Leave Out

- Personal Info (SS#, age, weight, disability, race)
- Degree Dates
- Negative Info
- Labels (name:, address:) , The word Resume
- Photo
- White out, Stains
- References – Unless Recognizable in the Field

Objective

- Consider Omitting
 - Start with a Summary of Qualifications
- Be Specific
- Convey
 - I good at THIS job and I want to do it for you
 - I recognize the qualifications THIS job needs and have them
 - Here's what I'd like to bring to your company
- A Position in an Industry where employer needed qualifications are needed
- Project Manager in an organization where a strong track record of delivery on time and under budget enforced by Earned Value Management is needed

Sections

- **Declarations**
 - State your qualities, abilities and achievements
 - Knowledge, Experience and Skills
 - Why are you the perfect candidate for this job?
 - Target only one specific job – make multiple resumes
- **Proof**
 - Back Up your Declarations
 - Specific Examples from job history and education

Formatting

- Heading
 - name, address, Cell phone number, e-mail address
 - Centered, No Labels
- Summary- highlight skills matching position needs
 - Accomplishments
 - Skills
- Experience – for Chronological Format only
- Education
 - College: Leave out High School.
 - Honors? Good GPA?
 - Relevant Professional Licenses / Certification
 - Skills subheading for foreign languages
 - Relevant Training
- Associations

Summary – *Why should I Hire You?*

- Highlight Skills Matching position needs
- Unique TARGETED expertise/skills - WIIFM
- Accomplishments / Experience
- Awards, Promotions, Commendations
- Professional Characteristics
- 3 to 5 Gold Nuggets
- Use their Keywords

Summary – *Why should I Hire You?*

- 10 years experience in (function or industry)
- Strong Background in (skills or function)
- Established Reputation for (tasks and accomplishments)
- Gained Experience in
- Managed, - Developed
- Placed a high value on
- Ability to, - Solid History of
- Consistently Successful in, - Recognized for
- Eight years innovating as team leader designing and managing state-of-the-art electronics and software products. A Hands-On Team player skilled at writing proposals, estimating and implementing on time and under budget

Action Statements – Not Sentences

- Grab Reader's Attention
 - Begin with Action Words
 - Then What/who the action pertained to
 - Then
 - How you achieved the accomplishment OR
 - Why you did it OR
 - A more detailed description of what it was you did
 - Include results of your actions if possible

Tips – Qualify and Quantify

- Quantify and Qualify achievements.
 - Measure your results and achievements
 - Use numbers to explain how well you did it
- Mention any award, bonus, raise, stock options for your accomplishment
- Not “Rang up sales & talked to customers”
 - Responsible for generating 20,000 sales transactions in 2 months
- 10% increase in sales
- 90% accuracy rate
- 25% increase in student participation

Tips

- Prioritize – Most Important Facts – topmost
- Volunteer Work can Prove Skills in
 - Customer Service and Leadership/Teaching
- One or Two Pages Max
 - Name, Phone, Page number on 2nd Page
- Write “What you can offer” – Not “What you want”
- Proofread – by 2 others - Ask for feedback
- Include Customer Service, Leadership, Training
 - Even as a Volunteer
- Hit Key words associated with the job, i.e. Financial Analyst keywords: budgeting, forecasting, cash flow

Avoid Common Mistakes

- Eschew first person (I, he, she, your name)
- Not Relevant to this Position ? - Delete it
- Jargon from a past job/position?
 - Make it Generic – use current industry language
- Eliminate Unrelated Experience
- Resume too empty?
 - Add a Skills section – i.e., computer skills
- Include Keywords from position description
 - topmost
- Backup Your Job Search related files

Avoid Common Mistakes

- 11-12 Point type, no italics, no underlining
- Symmetrical white Space (all 4 margins)
- No Colored Paper

Focus on Strengths

- Jot Down A few work Stories
 - Situation
 - Planned Solutions
 - Took Action
 - Got Support
 - Worked with diverse people to Accomplish
 - Achieved Result
- Good Material for Interviews too

Cover Letter

- Highlight Your Qualifications for this Position
- Unique Per Offering
 - Show interest in THIS employer
 - Not sending out generic letters to every potential employer
- Convey Energy and Focus
- Clearly Identify the Position you're applying for
- Sell Yourself – Summary and/or Objective
- Closing Paragraph
 - Thank Reader, Request Interview , Give phone#
- Sincerely, Ink Signature

Résumé Critique

- Need a résumé critique?
- Email it as a MS Word attachment to NDCEMinistry@hotmail.com