

Resumé tips

Write your best resumé

Many a night's sleep has been lost worrying about an upcoming job interview. Questions like "Will I make a good impression?" or "Am I qualified for the job?" can make for a restless night's sleep on the eve before a job interview.

Writing a resumé is another aspect of the job hunt that can stoke your nerves. Men and women may pour over job timelines and skill summaries for hours in an effort to ensure they have included the right mix of information to get noticed.

Though resumé writing has changed considerably over the years, some conventional wisdom about resúmes still prevails, and how closely potential applicants adhere to these rules goes a long way toward determining if they earn a chance at an interview.

Me, myself and I: While the resumé should showcase your professional accomplishments, it also should showcase how your skills relate to the job you're applying for. This way the company understands you have researched the position and are in tune with what they're looking for in an applicant.

One document for all responses: A resumé is not a static document. It needs to change depending on the job you're applying to. Although there will be certain informa-

tion that can remain the same, update the skills and other information based on each position.

One page is best: Applicants were long told to keep their resúmes concise, limiting the document to just one page. However, if your experience is extensive or one page cannot contain a long job history, don't be afraid to submit a two-page resumé.

Failing to be selective: You need not include your entire job history on a resumé, especially if certain past positions you have held are completely irrelevant to the position for which you are applying. Don't be afraid of job gaps, either. Many of today's recruiters understand that the changing economy can make it challenging to maintain steady employment.

Overembellishment: Do not embellish your skills. Always be open and honest on your resumé. You may be asked to prove you can perform certain tasks, and if you cannot back up what is included on a resumé, you will have wasted your time and the time the interviewer spent discussing his compa-



COURTESY PHOTO

An important aspect of a job search is updating and polishing resúmes and online presence.

ny's opening with you.

Imperfections: A resumé is a reflection of you, so one with typographical errors or a poor layout is never acceptable. Ensure your resumé is as professional and error-free as possible. Have a friend or a proofreader look it over before distributing.

Paid positions: Internships or volunteer work are perfectly acceptable to include on a resumé, particularly for younger applicants who may not have a wealth of professional experience. Include a mix of information on the resumé that will reflect your versatility. —Metro



COURTESY PHOTOS

No matter your chosen field, a strong resume helps you appear as the best applicant you can be.

Give your resumé a facelift

The process of finding a new job has changed dramatically over the last decade-plus. Whereas professionals once printed their resúmes and mailed them to hiring managers in response to job postings, nowadays resúmes and cover letters are largely uploaded via the Internet or emailed directly to a company's human resources department.

But how resúmes are sent is not the only adjustment job seekers must make. Resúmes themselves have changed as well, and professionals looking for a new job might want to tweak their existing resúmes in the following ways to increase their chances of finding a new job.

- Show accomplishments rather than responsibilities. Many hiring managers are experienced enough to know the responsibilities of a certain job title. So instead of listing your responsibilities as a regional sales manager, list what you accomplished during your time in that position.
- Be as specific as possible, listing any sales goals you exceeded and awards

you might have won. Your achievements are what set you apart from other candidates with similar work histories, so use your resumé to highlight those achievements.

- Keep things brief. Brevity should be your friend when accentuating your accomplishments on your resumé. Your resumé should highlight those accomplishments and that should be enough to secure an interview. When you get that interview, that's when you can go into greater detail. But try to keep your resumé to one or two pages.
- Remove older positions. Older positions, such as a long-ago college internship, have no place on a seasoned professional's resumé. On a similar note, if you have long since changed careers, you may not need to include much about your previous positions in another field, especially if your work experience in

your new field is extensive. Hiring managers likely won't be interested in a past work history if it's irrelevant to your current field.

- Consider a new format. Few job postings request applicants to send in their



Remember to have a trusted friend or mentor look over your resume before submitting it. Another person might be able to point out additional skills, as well as help fix spelling or grammatical errors.

resúmes via snail mail, so unlike the days of old, you probably won't be printing your resumé as a paper document and mailing it to prospective employers. As a result, you might want to consider a new format when submitting your resumé via a company's Web site. Word documents might be acceptable, but consider uploading your resumé as a PDF or as plain text, as such formats are less likely to become scrambled when they are uploaded or downloaded.

- Upload your resumé to a professional networking site. Many professionals are initially hesitant to upload their resúmes to a business networking site such as LinkedIn out of fear that their current employers will feel they are looking for a new job. But so many professionals are now members of such sites that it's no longer associated with a job search as much as it is an easy way to keep in touch with professional contacts. In addition, many recruiters rely on sites like LinkedIn to find qualified professionals, which only makes it easier to find your next job. —Metro

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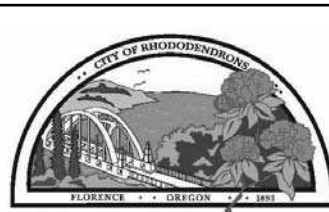
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