

Randstad Employment Tips

Create a Powerful Resume



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A resume is a concise outline of your work history, related experience and education. It should never be exaggerated or self-serving, but should have a positive, action- and results-oriented tone. A resume should be appealing to the reader, thought provoking and invite further questions.

If you are updating your resume or writing your first draft, follow these guidelines for providing information:

- Personal data should include your name, address, home telephone or cell numbers and email address, if applicable.
- Physical characteristics, age, sex, marital status, number of dependents and health are not necessary and, for legal reasons, should not appear on your resume.
- The “Objective” is a statement of your career direction and may be specific or general. You may choose to omit this if you are including a detailed cover letter.
- Describe your qualifications, skills and abilities that are relevant to the positions you are seeking.
- Education should be expressed in terms of courses, programs and degrees completed, with graduation dates optional.
- Turn your transferable skills into accomplishments. Detail work history or experience information in the form of job titles, specific responsibilities and accomplishments. List company names and dates of employment. You may combine several short-term or simultaneous work situations under one heading. Address most recent accomplishments and responsibilities first. Always quantify the accomplishments and results of your work where possible.
- The interests, activities and/or awards section is the best place to highlight relevant personal and professional accomplishments.
- Make a notation that references are available on request. Prepare a neatly typed list of references with names, titles, addresses, phone numbers or email addresses you can give to a potential employer at the time of your interview or upon request, but do not attach the list to your resume.

References should be familiar with your professional accomplishments. Use professional acquaintances, previous employers or professors and be certain you obtain permission from those references so they are aware of possible calls from prospective employers and of the positions for which you are applying.

- When applying for a specific position, be specific! Demonstrate clearly and concisely that you are qualified for the position for which you are applying.
- If applying for positions in different industries, write a different version of your resume to target each industry.

Format and layout

For printed resumes

- Your resume can be chronological or topical. In either, begin with your personal data and end with your reference statement.
- Use bond stock in ivory, white or gray and match cover letter and envelopes.
- Highlight important features; your name, job titles and subject headings will stand out if bold type, uppercase letters or italics are used.
- Use “white space” effectively; keep the space balanced and pleasing to the eye.
- In general, keep resume length to one or two pages. If you have one to five years of relevant professional experience, your resume should not exceed one page in length. With five or more years, it should not exceed two pages. Be sure to list your name and contact information on each page.
- Be sure to get an objective opinion on the content of your resume and be sure your resume is proofread several times before finalizing.

For electronic resumes

- Choose the appropriate file format for presenting your electronic resume. It is important to format your resume for electronic use to ensure it is appealing to the reader when viewing on screen or when printing.
- Organize your resume's content in order to highlight keywords. Employers and recruiters generally search resume databases using keywords – nouns and phrases that highlight technical and professional areas of expertise, industry-related terminology, projects, achievements, special task forces and other distinctive features about a prospect's work history. Identify all possible keywords that are appropriate to your skills and accomplishments that support the kinds of jobs you are looking for and be sure to include them in your resume.

Action Verbs

Here is a list of action verbs to help you give some zip to your resume. Go through it and pick out a few key verbs that best described your job responsibilities.

Accelerated	Counseled	Improved	Purchased
Accomplished	Created	Increased	Pursued
Achieved	Critiqued	Indoctrinated	Recommended
Acted	Cut	Influenced	Reconciled
Adapted	Decreased	Informed	Recorded
Addressed	Delegated	Initiated	Recruited
Administered	Demonstrated	Innovated	Redesigned
Advanced	Designed	Installed	Reduced
Advised	Developed	Instituted	Referred
Allocated	Devised	Instructed	Regulated
Analyzed	Diagnosed	Integrated	Rehabilitated
Appraised	Directed	Instigated	Remodeled
Approved	Dispatched	Interviewed	Represented
Arranged	Distinguished	Introduced	Researched
Assembled	Diversified	Invented	Restored
Assigned	Drafted	Interpreted	Restructured
Assisted	Earned	Launched	Retrieved
Attained	Edited	Lectured	Revitalized
Audited	Educated	Led	Saved
Authored	Enabled	Maintained	Scheduled
Automated	Encouraged	Managed	Schooled
Balanced	Engineered	Marketed	Screened
Broadened	Enlisted	Mediated	Serviced
Budgeted	Established	Moderated	Shaped
Built	Evaluated	Monitored	Solidified
Calculated	Examined	Motivated	Solved
Catalogued	Executed	Negotiated	Sparked
Chaired	Expanded	Organized	Specified
Clarified	Expedited	Originated	Stimulated
Classified	Explained	Overhauled	Streamlined
Coached	Extracted	Oversaw	Strengthened
Collected	Fabricated	Performed	Summarized
Compiled	Facilitated	Persuaded	Supervised
Completed	Familiarized	Planned	Surveyed
Composed	Fashioned	Prepared	Systemized
Computed	Focused	Presented	Tabulated
Conceptualized	Forecast	Prioritized	Taught
Conducted	Formulated	Processed	Targeted
Consolidated	Founded	Produced	Trained
Contained	Generated	Programmed	Translated
Contracted	Guided	Projected	Trimmed
Contributed	Headed up	Promoted	Upgraded
Controlled	Identified	Provided	Validated
Coordinated	Illustrated	Publicized	Wrote
Corresponded	Implemented	Published	

Additional power words

Ability
Capable
Consistent
Efficient

Effective
Exceptional
Global
Increasing

Potential
Profitable
Proven
Qualified

Resourceful
Results
Significant
Stable

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