

Resume Guidance

Your resume is designed to accurately portray your background and experience. A resume is supposed to get you in the door. It is not intended to get you the job.

Some things that you must keep in mind are:

- Honesty
- Accuracy
- Clarity
- Brevity
- Continuity
- Contents
- Growth

Honesty

You must capture precisely what your role was in the position you held. Everything you state here must be the truth. When a potential employer calls to verify your record you do not want anything to be at issue. Whatever your job title was must match what you have on your resume. This is no place to be creative.

Accuracy

In your descriptions about revenue, numbers, dates, etc, you must be completely accurate. If you don't know the numbers, find out or leave it out. Your resume is who you are. If you are not accurate here, a potential employer will see that as a potential problem. You don't want to present any problems. You are competing with other job applicants.

Clarity

Make sure that your descriptions are clear and free of any internal company jargon. If someone outside of your company cannot understand what you are talking about, it does you no good. Anyone reading your resume needs to be able to see clearly what you are saying.

Brevity

This holds true with your resume and during your interview. How long should a resume be? It depends on how many years of experience you have and how many jobs you have had. A new graduate would likely have one page. Someone with 20 years of experience could reasonably have 3 pages. If you have more than that, it's too long.

Continuity

No gaps! If you have time between jobs of more than a month or two, you need to explain it. If there are gaps, questions will be raised and your resume will go to the bottom of the pile. If you went back to school, state it. If you were a stay at home parent for 2 years, put it on the resume. The ideal format is at the end of this guide.

Contents

What should the resume contain? Company name, Job Title, Dates of employment (month and year), Industry, Size of company, not just your duties, but accomplishments. If you saved the company thousands of dollars, say so. If you streamlined processes, it should be there. If you had direct reports, put how many. Use bullet points, not paragraphs. Employers want to get the vital information quickly. **You do not need to have an Objective on your resume.** More people lose out on jobs because the Objective does not exactly match the job applied for.

Growth

If you held more than one position at a company, indicate it. If you started at a lower position and were promoted, make sure that is on your resume. Employers like to see people that can move up and grow. Taking on additional responsibilities is something to be proud of.

John Q. Applicant

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Work Experience:

Safe Manufacturing, Phoenix, AZ

International manufacturer of automotive parts. Annual sales \$1.7 Billion.

July 2000 – Present

Controller

April 2003 – Present

- Responsible for all accounting in Phoenix division
- Implemented Accounting software
- Created inventory tracking system that reduced costs \$500,000 annually
- Supervised staff of 4

Accounting Manager

July 2000 – April 2003

- Responsible for General Ledger
- Accounts Payable Supervisor
- Name of any industry-specific software used

Delightful Creations, Tempe, AZ

2000

Catering company with annual sales of \$400,000.

July 1998 – July

Senior Accountant

- Bank reconciliations
- Account payables

Education:

The Ohio State University, May 1997

BS Accounting, GPA 3.8