

Tips to Building a GREAT Resume!

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The history of a job resume can be quite interesting if you are intrigued on where the current expectation originated from. The first resume was created by Leonardo Da Vinci in 1482. Age, weight, height and marital status were included on resume's in the 1940. While modern day resumes don't expect, nor want all your personal information listed, resumes are an important part in helping land that "dream job" that you may be looking into.

Resume's help employer's make hiring decisions and help you get to the interview process. Resumes also play an important part in the job search by displaying and highlighting your strengths and qualities that many employers are looking for.

A few things to keep in mind when writing or updating your next job resume, on average, job recruiters will spend 5-7 seconds reviewing resumes on job candidates, so make sure to highlight key words directly from the job listing. Roughly 76% of resumes are rejected due to an unprofessional email address that candidates have listed in their contact. Use the following ways to make sure your next resume stands out to employer when applying for a position:

- Choose a resume format that suits your industry and experience level: There are a lot of different formats and styles of resumes to choose from.
- Use a professional font, standard margins, and concise language.
- Highlight your skills, achievements, and value as a professional in an introduction and relevant sections.
- Use action verbs and hard numbers to demonstrate your accomplishments.
- Avoid irrelevant or complex information and focus on your strengths.
- Keep your work experience recent and relevant: as a rule you should show the most recent 10-15 years of your past careers and only include the experiences that are relevant to what you are applying for.

When sending a resume to a potential employer, it is important to note the employer's requested form of submitting your resume and application whether it be submitted digitally or hard copy. On any resume submission, consider adding a cover letter that would explain your qualifications and your interest in the job you are applying for.

One last important detail when applying for your next position, follow up your application with an email or a phone call to see if the employer has any questions in regards to your application and resume as well as expressing again your interest in the job. By following up, it shows the employer you are enthusiastic and have a strong desire to be their hired candidate.

For more resources to help build your next resume, contact Community Vitality Agent, Amanda Clasen at amclasen@ksu.edu or any Southwind Extension Office.

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