Job Hunting: Resume Help

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Looking for resume help on the Internet can be difficult. Putting the word "resume" into the Google search-box will return thousands of results, and most are trying to sell you software, books and consultation services. This handout will introduce a variety of free resources to assist you in writing, or rewriting your resume.

Selected Resources for Resume Writers

The following websites are recommended for the first part of the resume writing process – when deciding what you want to say in your resume, and how you want the document to look.

- **NYS Dept. of Labor: Writing Resumes and Cover Letters**
  http://www.labor.state.ny.us/careerservices/findajob/write.shtm
- **Purdue OWL Resume Workshop**
  http://owl.english.purdue.edu/owl/resource/719/1/
- **University of Minnesota Resume Tutor**
  http://www1.umn.edu/ohr/careerdev/resources/resume/

Most of the library's books on resume and cover-letter writing may be found at call number 650.14. Additional titles may be found on the non-fiction shelving area at 808.066.

Formatting a resume in Microsoft Word
- Microsoft offers a free on-line course to show you how to create a resume in Microsoft Word.
  http://office.microsoft.com/en-us/word-help/resumes-in-word-RZ104118378.aspx?CTT=5&origin=VA104121820

- This handout from the University of California at San Francisco offers additional formatting advice
  https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/ResearcherMicrosoftWordTips.pdf

Different Resumes for Different jobs
One tactic that's commonly employed by successful job-seekers is to have different resumes for different kinds of jobs. If your work experience spans multiple fields, then create versions of your resume that highlight experience in each field. For example, if a job-seeker's last position included responsibilities of both an office manager and a route sales coordinator/dispatcher, then that job-seeker would create one resume that highlights office manager experience, and another resume that highlights route sales coordination and dispatching experience, and a third that highlights both.

Using Resume Writing Guides

Think of the above listed guides as workbooks. Read through the suggestions, look at the examples provided, and compare the information and examples presented to your own resume. Try making "Resume Maintenance" an on-going project. If you're serious about finding a job then you should have a copy of your resume in on a flash drive that you have with you whenever you're at a computer filling out on-line applications. You should also have an editable copy of your resume in either .docx (Microsoft Word) or .odt (OpenOffice Writer) format. It is important to read placement ads closely, and to always provide documents in the exact file format specified in the job listing. If no file format is mentioned in the job-listing, then you should send your documents in PDF format. If you are not familiar with the file formats mentioned, don't know how to handle e-mail attachments, or you've never typed a resume before, then you can make an appointment with a Librarian for assistance. To schedule an appointment for a one-hour resume consultation, contact one of the librarians from the following list by calling the library at (315) 635-5631:

Librarians who may assist you with your resume *(This list is alphabetical by last name and does not imply any specific order in which to contact Bville staff members)*
- Diane Holbert, Nancy Howe, Robert Loftus or Julia Schult

Persistence is key

If you're serious about finding a job then you need to be persistent when it comes to dealing with online application systems. Information Technology offers important economies of scale that can increase the profitability of companies, and being able to use computers increasingly applies to all jobs. For many companies, the on-line application system is used as a test, and serves as the first step in the applicant sorting process. Being able to navigate that system, and provide copies of your resume and application documents in the appropriate file formats, is a mandatory first step before you can get hired.