

The Resume

Resume: French word, meaning **summary**. (It is a short summary of important facts about you.) Plan to spend time on this. **It is one of the most important documents you will ever create.** Often it is the deciding factor in whether or not you get an interview. A resume may be mailed, emailed, faxed, or hand delivered to prospective employers.

Preparing a resume will help you make an inventory of your experience and abilities. The resume offers you the best opportunity to demonstrate that you are qualified for the position. Having all the facts about yourself at your fingertips will increase your self-assurance and confidence for the make-or-break personal interview with an employer. You can discuss your qualifications with an employer without fumbling for dates and significant facts.

Most employers prefer one-page resumes. If a job objective is used, it should be as specific as possible. A resume should be results-oriented, built on your strengths and accomplishments, clarify experience and progression, be concise, logical, and to the point. A resume should not list your reasons for leaving previous employers, contain negative comments, or list lengthy job descriptions.