



Build a Better Resume

Busting Myths
and Exploring the Process

Rhonda Kristoff

rkristoff@tacomalibrary.org • 253-280-2833

What is a resume?

- A document created and used to present one's background, skills, and accomplishments
- Resumes are usually created in Microsoft Word or Google Docs

Okay, what does that mean?

- Dates
- Names of places
- Words to describe you and your experience
- Arrangement on the page

Things to avoid...

- Years that give away your age
- Only paid work; add volunteer work too
- Typos
- References...leave them off
- White lies
- Inconsistency with punctuation or layout
- One size fits all resumes

Time for some fun

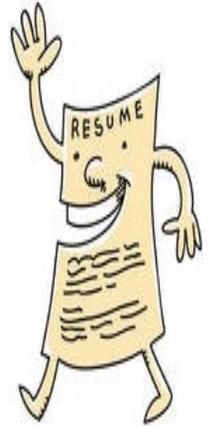


**"Your resume says you
spent 'fore years at collej.'"**

Resume Formats

- **Reverse chronological format**
 - Use when applying to job in field you have lots of experience in
 - Have no major gaps in work history
- **Functional format**
 - Use when changing careers
 - Use if there are gaps in work history or frequent job changes
 - Don't exactly fit the mold of what recruiters are looking for in the positions they want.

What Should a Good Resume Contain?



- Contact information (consider if it's best to include address)
- Your skills concisely described
- Your work experience concisely worded and measurable
- Keywords from the job listing
- Relevant education, certificates, coursework, volunteer positions
- Weigh hard skills with soft skills
- White space on page, with spare use of style features such as bullets, italics, underlining, etc.
- No spelling or other errors, or lack of consistency
- An email address that contains your full name

What is a cover letter?

- A letter of introduction that accompanies your resume. It introduces the hiring individual to what they are about to read in the resume.

Sample Cover Letter

Joseph Jones
1212 Main St.
Tacoma, WA 98402
253-555-1212;
josephjones@gmail.com

Bobby Taylor
Hiring Manager
ACME Ltd.
5000 Union Ave
Sefton, WA 98449

24 April 2015

Dear Mr. Taylor,

Your advertisement for the position of Shelf Stocker (add job number if relevant) caught my eye. With my five years of experience in a similar position I think I would be a perfect candidate for this position.

As someone with a number of years experience stocking and maintaining shelves, I can assure you I am very knowledgeable in:

- Using a variety of electronic systems to track inventory
- Working with and successfully using terminology to fill orders and communicate with customers
- Completing weekly orders on time to guarantee new stock is shipped

Thank you for taking the time to consider my application and resume. I look forward to hearing from you and am available to meet to discuss my qualifications further.

Sincerely,

Joseph Jones

How can Tacoma Library help you with a resume?

- Meet with a librarian to organize your information on the page
- Learn how to use MS Word with the help of a librarian
- Apply for a library card to check out books about resumes
- Use JobNow from the library website to get professional advice about your resume and prepping for an interview

Useful Resources

- Tacoma Public Library (TPL)
- WorkSource WA
- JobNow (from TPL)
- LinkedIn Learning (from Tacoma Library website)
- Internet for sample resume wording for job descriptions
- Friends or family you trust to review your resume

