

How do I Begin?

Just start writing! Outline where you have worked and what you achieved. How long were you there? How did you add value to those organizations? What type of education do you have? Think about your accomplishments and highlight them.

Contact Information

Make sure that the e-mail address you provide is professional and simple. Avoid any nicknames or phrases. Most recruiters and organizations will initiate contact via e-mail, so make sure you check your inbox often after submitting an application.

It is equally important to have a basic and professional voicemail message for when recruiters or hiring managers call. Avoid referring to a default message or any ring back tones.

Sections & Content

- Use an easy-to-read font such as Arial, Calibri, Cambria, or Garamond. Stay between 10 pt. and 12 pt. font size.
- Tailor your resume to the job for which you are applying.
- Stay away from general statements such as, “Seeking a challenging position in a progressive organization”, this tells the employer nothing about you and what value you can add.
- Focus on the needs of the employer and position and how you can meet that need.
- Avoid highlighting duties, focus on accomplishments and include success factors such as measurable metrics.
- Make sure to use bullet points and short sentences, avoid paragraphs.

Proofread!

Make sure you proofread your resume. Give it to family and friends to read. You might not catch a spelling error or better yet the word is spelled correctly but it is the wrong word. Most employers will not respond to a resume that has misspelling and it is a reflection that the job seeker has a lack of attention to detail.

Be Specific, Use Keywords

Make sure you know the buzz words in the industry you’re in or are trying to enter. Most companies use digital databases to search for candidates. Review the job description and use keywords throughout your resume as it applies.

The content should be positioned so it comes across enthusiastically. Make your resume stand out! Focus on what you can offer the organization; include hard numbers and other measurable metrics into your duties/accomplishments section. This is a predictor of success.

Already have your resume prepared?

- *If you use a MAC computer or another non Microsoft product* to write your resume,

make sure to save your document as a Microsoft Word Document and not a docx document. Docx is the default type for MAC and we are not able to open docx documents.

- Start with your job experience and list them from newest to oldest. Next add your schooling, certifications and special training. Finish with your professional references.
- Be sure your resume isn't visually too busy. Be constant with font, formatting and sizing. Use white space and leave blank space between sections.

Use your Resources

If you know someone who works at the company, ask how they got the job. Ask if they will review your resume and give you feedback. Online career resources, such as Monster and LinkedIn, have resume assistance. Local resources include career centers such as FutureWorks and Career Point. Your resume is a reflection of you. Make sure the organization sees the value in hiring *you!*

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