

# Resume Fill In the Blanks Form

This is one example of hundreds you can find by Googling “resumes”.

This resource is REALLY GREAT! <https://www.cpcc.edu/career/resources/studentsgrads/guide>

Your Name

JOHN DOE

Your Address

\_\_\_\_\_

Your Professional Email

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

**Objective:** (Personal Profile or Career Summary)

**Education:** Garinger High School  
1100 Eastway Drive Charlotte, NC 28205  
June 12, 2018 Graduate

**Academic/Career Focus:**

**Certifications:**

**Skills:**

**Accomplishments/Awards:**

**Work Experience:** Job Title

Name of Company    Address of Company    City, State    Zip Code

- Tasks (begin with a verb)
- Tasks (begin with a verb)
- Tasks (begin with a verb)

Many job search sites suggest using adjectives.

Job Title

Name of Company    Address of Company    City, State    Zip Code

- Tasks (begin with a verb)
- Tasks (begin with a verb)
- Tasks (begin with a verb)
- 

**Volunteer Work Experience:** Job Title

Name of Company    Address of Company    City, State    Zip Code

- Tasks (begin with a verb)
- Tasks (begin with a verb)
- Tasks (begin with a verb)

**References Available Upon Request**

# 6 Tips for Writing an Effective Resume

Source: <https://www.asme.org/career-education/articles/job-hunting/6-tips-for-writing-an-effective-resume>

Hiring managers and recruiters alike say they've seen more poorly written resumes cross their desks recently than ever before. Attract more interview offers and ensure your resume doesn't eliminate you from consideration by following these six key tips:

## 1. Format Your Resume Wisely "Do the Hiring Managers" Work for Them

No matter how well written, your resume won't get a thorough reading the first time through. Generally a resume gets scanned for 25 seconds. Scanning is more difficult if it is hard to read, poorly organized or exceeds two pages.

- Use a logical format and wide margins, clean type and clear headings
- Selectively apply bold and italic typeface that help guide the reader's eye
- Use bullets to call attention to important points (i.e. accomplishments)

## 2. Identify Accomplishments not Just Job Descriptions

Hiring managers, especially in technical fields like engineering, seek candidates that can help them solve a problem or satisfy a need within their company. Consequently, you can't be a solution to their problems without stating how you solved similar problems in other companies and situations.

- Focus on what you did in the job, NOT what your job was there's a difference
- Include a one or two top line job description first, then list your accomplishments
- For each point ask yourself, What was the benefit of having done what I did?
- Accomplishments should be unique to you, not just a list of what someone else did
- Avoid using the generic descriptions of the jobs you originally applied for or held

## 3. Quantify Your Accomplishments

Q: What's the most common resume mistake?

A: Making too many general claims and using too much industry jargon that does not market the candidate. A resume is a marketing document designed to sell your skills and strengths rather than just portray a bio of the candidate.

- Include and highlight specific achievements that present a comprehensive picture of your marketability
- Quantify your achievements to ensure greater confidence in the hiring manager and thereby generate interest percentages, dollars, number of employees, etc.
- Work backwards to quantify your accomplishments by asking, If I had not done X, what could have happened?

## 4. Cater Your Resume for the Industry

Unlike advertising and design professionals who have greater creative license in designing their resume for those fields, the mechanical engineering industry won't be impressed and may be turned off by distinctive resume design.

- Err on the side of being conservative stylistically
- Your accomplishments, error-free writing, grammatically-correct, clean, crisp type and paper will make the impression for you

## 5. Replace your Objective" with a "Career Summary"

A Career Summary is designed to give a brief overview of who you are and what you do. Most Objectives sound similar: Seeking a challenging, interesting position in X where I can use my skills of X, Y, and Z to contribute to the bottom line. Not telling at all.

- Grab a hiring manager's attention right from the beginning, remembering you
- have only 25 few seconds to make a good impression
- Spend time developing a summary that immediately gets their attention, and accurately and powerfully describes you as a solution to their problems

## 6. Network. Network. Network.

For unemployed candidates, handing out resumes should be a full-time job. The majority of mid- to senior-level positions are filled through networking, so contact absolutely everyone you know in addition to recruiters who are in a position to hire you or share insights. Networking can include

- Personal business contacts, people you've worked for or who worked for you
- Vendors and sales representatives you've dealt with in the past five years
- People listed in the alumni directory of your alma mater

With a solid resume in hand you'll greatly increase your odds of earning a closer look and getting that interview.

# Power Verbs + Power Nouns = Powerful Resume

Source: <https://www.ivyexec.com/executive-insights/2015/power-verbs-power-nouns-powerful-resume>

You and I have both heard the typical line from career counselors, “use power verbs in your résumé.” Right?

They’ve even given us lists and lists of verbs to begin sentences:

- Managed team of 10 engineers in highly competitive RFP process
- Resolved difficult customer service issue for high stakes sale
- Safeguarded company position through advanced marketing strategy

The problem with all of these verbs is that online, verbs are not as powerful as nouns.

Thanks to search engines, and by extension, résumé-crawling software that HR departments use to pre-filter candidates, using the right *nouns* can either get you a job or keep you in the unemployment line.

The New Rules of Résumé Language

I’m not suggesting that you pack in as many nouns related to your field as possible. Keep it real, and just change the focus from verbs to nouns.

Careful. If you take this too far, your online résumé might look like this:

Manager, team player and results-oriented marketing professional with 10 years experience managing, leading teams and running advertising for large companies that have managers and teams....

Make sure you write for people, but make sure to use the right combination of nouns. Too many nouns will get you red-flagged and discarded. Sentences that don’t make sense are also thrown out.

Where Do I Find My Nouns?

Because you are targeting specific jobs with specific companies, no one can give you a list. There are many tools to help you, but the best one comes directly from the company you are targeting!

Here are the steps I tell clients to grow their noun list:

1. Collect 5-10 job postings from the company and/or position you are looking for
2. Highlight the nouns that seem to be recurring over and over again
3. Jot down the nouns with the highest occurrences; make a list of 10.

Now you know what words to weave into your résumé for your target company.

## How to Include References on a Resume

Source: <https://www.wikihow.com/Include-References-on-a-Resume>

# 34 CRUCIAL TIPS FOR YOUR NEXT JOB INTERVIEW



## COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

- 67%**  Fail to make eye contact
- 47%**  Have little knowledge of the company
- 38%**  Don't smile
- 33%**  Have bad posture
- 33%**  Fidget too much
- 26%**  Have a weak handshake
- 21%**  Play with their hair or touch their face
- 21%**  Cross their arms over their chest
- 9%**  Use too many hand gestures



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

## STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

- 55%**  The way you dress, act, and walk through the door
- 38%**  The quality of your voice, grammar, and confidence
- 7%**  The words you choose to say

## THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

- 70%** of employers claim they don't want applicants to be **overly fashionable** or **trendy**
- 65%** of hiring managers say clothes can be the **deciding factor** between two similar candidates

### BRIGHTLY-COLORED CLOTHING IS BAD



## TOP 10 MOST COMMON INTERVIEW MISTAKES

- 1** Over-explaining why you lost your last job
- 2** Conveying that you're not over losing your last job
- 3** Lacking humor, warmth or personality
- 4** Not showing enough interest or enthusiasm
- 5** Inadequate research about a potential employer
- 6** Concentrating too much on what you want
- 7** Trying to be all things to all people
- 8** "Winging" the interview
- 9** Failing to set yourself apart from other candidates
- 10** Failing to ask for the job

## 4 QUESTIONS MOST LIKELY TO BE ASKED

- 1** What was your experience like at...?
- 2** Why do you want to work for us?
- 3** What do you know about our company?
- 4** Why did you leave your previous job?

## 4 MOST IMPORTANT INTERVIEW TIPS

- 1** Learn about the organization
- 2** Have a specific position in mind that you'd like to fill
- 3** Review your qualifications for the job
- 4** Be ready to briefly describe related experience

ADVANCE YOUR CAREER. GO BACK TO SCHOOL.

<http://www.collegeatlas.org>



