

Passport to Paycheck

Winning Career Strategies

(We Recommend Using Resume rather than CV in USA)

The Differences between a Resume and a CV

Curriculum Vitae

There are several differences between a curriculum vitae and a resume. A curriculum vitae is a longer (up to two or more pages), more detailed synopsis of your background and skills. A CV includes a summary of your **educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations, grants and fellowships, professional associations and licenses**, and other details. As with a resume, you may need different versions of a CV for different types of positions.

CONTACT INFORMATION

Name
Address
Telephone
Cell Phone
Email

PERSONAL INFORMATION

Date of Birth
Place of Birth
Citizenship
Visa Status
Sex

Optional Personal Information:

Marital Status
Spouse's Name
Children

EMPLOYMENT HISTORY

List in chronological order, include position details and dates
Work History
Academic Positions
Research and Training

EDUCATION

Include dates, majors, and details of degrees, training and certification
High School
University
Graduate School
Post-Doctoral Training

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations
Computer Skills

AWARDS

PUBLICATIONS

BOOKS

PROFESSIONAL MEMBERSHIPS

10/5/09

GOOD RULES FOR WRITING A RESUME

Chronological Resume

1. The ideal Resume is one page long (maximum - two pages *with name and page number at the top of page 2*)
2. Use between 10 and 12 font sizes
3. **Go back ten years** (if you are 35 years or older). Use a maximum of five jobs.
4. Use Action Verbs to sell yourself, and write from the Third Person point of view (Do not use "I").
5. Resume should be error free:- **Have it proofread:**
 (a) Use spell check; (b) Check for misused words, (c). Check for correct grammar.
6. Resume should be well formatted and organized- **Be consistent with format style.**
7. **Do not use a Resume template**- it limits your creativity. Use a new Word Document.

Resume Sections Contain The Following Information In The Following Order:

1. **CONTACT INFORMATION** - Your contact information including (*a working*) phone number and email address

2. **OBJECTIVE:**

You need to write your Job Objective, to show more focus and direction in your career interest. You want to tell the employer what you can do for them, not what you want them to do for you. **For examples:**

"To obtain a professional opportunity as a (*job title/area*) in the (*target industry*) and utilize my (*list 2 or 3 key skills*) skills."

"Seeking an Environmental Engineering position in an organization where an extensive knowledge of maintaining and interfacing with other technical and business systems is needed."

3. **EDUCATION: (Example)** Cleveland State University, Cleveland, OH
 (*List only schools you graduated from*) Master of Science in Environmental Engineering May 2008
 Overall GPA, 3.0
- John Carol University, University Heights, OH
 Bachelors of Science in Environmental Engineering May 2006
 Overall GPA, 3.5

Relevant Coursework:

- Pollution Prevention and Sustainability
- Biological Treatment of wastewater
- Hazardous Site Remediation
- Environmental Chemistry
- Physical Chemical Principals
- Technical Writing

4. **PROJECT/S:** *Include (1) project title, (2) the process and/or challenges you overcame, and (3) the result or outcome.*

ABE Fermentation (Senior Design Project II)

- Described ABE fermentation plant for production of bio-butanol from corn feedstock
- Calculated cost, material and energy balance, safety and environmental analysis
- Represented a full process description of the project

5. **WORK EXPERIENCE**

Use action-type verbs to create "bulleted Job Descriptions" to state what you did. Remember, an employer expect results in job, internship and even **volunteer** situations.

You would want to include accomplishments/results into some of your job descriptions or job performances; **include numbers, percents or dollars**. An accomplishment statement is different than a job description because it states not only what you did, but also what the positive results were of your doing that action. In other words, an accomplishment statement illustrates an action and the result of that action. ***This will show the impact you had on the organization or client.***

This means asking yourself, did you: Increase productivity? Improve efficiency? Reduce the number of errors? Get things done more quickly? Increase number of return customer business? Guess or estimate he numbers if necessary, as long as your figures make sense. **Here are some examples:**

- Assisted a team of **six** Corporate Safety Directors and Plant Safety Managers with drafting staff training guide book.
- Obtained additional information from client, completing application process and ensuring product is properly imbedded according to state and company's regulations
- Updated periodic safety inspection report, enforce safety policies, and conducted **three** weekly safety training.
- Initiated and created income and expenditure spreadsheets in Excel establishing accurate and permanent financial records.

6. **SKILLS:** Skills should be relevant. (**Examples** - computer, language and leadership skills)

7. **AWARDS AND MEMBERSHIPS:** Include a few if you have any (*Example*- Dean List, organizations etc)

Elizabeth Z. Okwudi M.S.M.
Coordinator, Career Services Center

Sample CHRONOLOGICAL RESUME

JOHN DOE
13333 Down Road
Cleveland, Ohio, 44212

Phone: 216-223-2223
E-mail: Johndoe@hotmail.com

OBJECTIVE

Seeking a competitive position in **Environmental Engineering**, that will allow utilizing my technical and research experience along with my coursework to deliver above average job performance.

EDUCATION

Master of Science in Environmental Engineering
Cleveland State University, OH
GPA, 3.0

Graduation Date: **5/10**

Related Courses

- | | |
|------------------------------------|---|
| Biological Treatment of wastewater | Environmental Chemistry |
| Hazardous Site Remediation | Fluid Power |
| Physical Chemical Principals | Technical Writing |
| Environmental Policy | Pollution Prevention and Sustainability |

Bachelor of Science in Chemistry,
University of New York, NY
GPA, 3.5

5/05

CURRICULUM PROJECTS

Production of Ethyl Chloride (Senior Design Project I)

- Project involved an economic comparison of two ethylene feed-gas streams
- Computed material balances and determined the cost for each pertinent stream
- Prepared a final report with all findings

ABE Fermentation (Senior Design Project II)

- Described ABE fermentation plant for production of bio-butanol from corn feedstock
- Calculated cost, material and energy balance, safety and environmental analysis
- Represented a full process description of the project

INTERSHIP EXPERIENCE

DoHill Corporation, Cleveland, OH

6/05 – 12/08

Environmental Safety Intern

- Assisted Corporate Safety Director and Plant Safety Manager in preparing 10 MSDS book.
- Updated periodic safety inspection reports, enforced safety policies, and conducted safety training.
- Assisted in writing procedure for Universal Waste, Hazardous waste handling and Responsible Care®.

WORK EXPERIENCE

CSPO Information Technologies Inc., Joesville, IL

12/09 - Present

System Analyst

- Maintain and administer LIMS-UNIX server. Enhance various reporting tools to end users satisfaction.
- Implement & maintain LIMS interface with other technical & business systems like PI (Process Information) & SAP (QM module).
- Negotiated and implemented a modular office system contract, **decreasing** operating costs of **\$123,000** in the first year.

S&S Agencies for ONDEO-Nalco (I) Ltd. Joesville, IL

4/03 - 7/04

Chemist/Technician

- Compiled and analyzed test information to determine process or equipment operating efficiency and to diagnose malfunctions.

- Monitored the corrosion process by sampling method, and by using corrosion coupons.
- Provided technical services in manufacturing machining, **increasing** production from **65% to 92%** efficiency.
- Performed chemical analysis of water samples, submitted reports and met deadlines.

SKILLS

Engineering Tools: MathCAD 13, AutoCAD, SimaPro6, P2 Finance, Mathematica4
 Software Packages: MS 2003-2007 Word, Excel, PowerPoint, Outlook, Lotus Notes 6
 Database: Business Objects, Crystal Reports, Microsoft Access, Millennium, Request Tracker, SQL SERVER
 Other: Bilingual in English and French, Leadership, Writing and Editing

AWARDS AND MEMBERSHIPS

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REFERENCES AVAILABLE ON REQUEST

End of Resume End of Resume End of Resume

ACTION VERBS (For use in your Resume or Cover Letter writing)

- These verbs are in the present tense – for use with the job you are doing now.
- For jobs you did in the past, put verbs in the past tense.
- Begin each statement with an Action Verb and write each statement as a phrase, not as a sentence.
- Include these words in your, job descriptions, and accomplishment statements.

Achieve	Calculate	Design	Identify	Participate
Administer	Check	Determine	Implement	Perform
Allocate	Clarify	Develop	Improve	Synchronize
Analyze	Classify	Diagnose	Increase	Plan
Appraise	Collate	Direct	Initiate	Prepare
Approve	Collect	Dispatch	Inspect	Prioritize
Achieve	Compare	Distribute	Instruct	Redesign
Achieve	Compile	Document	Interview	Reduce
Administer	Compute	Earn	Investigate	Repair
Appraise	Configure	Enlist	Lead	Research
Approve	Contract	Ensure	Maintain	Respond
Arrange	Control	Establish	Manage	Retrieve
Assemble	Coordinate	Evaluate	Mediate	Solve
Assess	Create	Examine	Motivate	Sort
Assign	Debug	Expedite	Negotiate	Supervise
Audit	Delegate	Facilitate	Obtain	Survey
Meet deadlines	Schedule	Follow through	Implement	Set up
Modify	Select	Generate	Improve	Synchronize

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Coordinator, Career Services Center

ENHANCING YOUR RESUME

5 Rules for Building A Great Resume:

Your resume has one job: To convince the reader that you're a candidate worth interviewing.

Here are five rules to help you write a resume that does its job:

1. **Summarize Your Unique Value**
2. **Communicate with Confidence**
3. **Watch Your Language**
4. **Key in on Keywords**
5. **Keep it Concise**

What do these really mean?

1. **Summarize Your Unique Value**

A resume should begin with a **Summary** (or, if you're a student, new grad, or career changer, an **Objective**). Use this space to tell employers [who you are](#) and how your skills and qualifications meet their needs.

Although your real objective may be to get away from your micro-managing boss or shorten your commute, *don't say that on your resume!* Your Summary or Objective is where you explain how and why you are uniquely qualified to contribute to the company.

***Bonus:** Once you've crafted a solid message that summarizes your value, you can use it as the basis for your response to every hiring manager's favorite line: "Tell me about yourself."*

2. **Communicate with Confidence**

Tell the potential employer what you've accomplished in your current and previous roles to show how you made a difference. This is not the time to be humble or modest, or to assume the employer will read between the lines.

For instance, if your resume just states the facts, without context (e.g., "Sold 50,000 widgets between January and June"), the reader won't know if that's better, worse, or the same as what the company had achieved in the past. But a confident statement like "Boosted widget sales 35% in the first six months" or "Increased widget sales from 40K to 50K within six months" is bound to jump off the page.

3. **Watch Your Language**

Don't start your sentences with **I** or **We** or **Our**.

In fact, **don't even use full sentences**. Bulleted statements that begin with strong action verbs typically have the most impact.

Here are two ways to say the same thing. The first is a bad example; the second is much better:

4. **Too Chatty and Long**

I was assigned to lead a safety project team that was supposed to reduce our accident rates. Our efforts were successful, because my boss told me the company's workers' compensation costs were improving. My coworkers were happy, and we got more work done.

Concise and Businesslike

Spearheaded team safety project that eliminated accident hazards, reduced workers' compensation costs, improved employee morale, and increased productivity.

That kind of statement is even better if you can quantify the improvements (e.g., "...reduced workers' compensation costs by 27%").

5. **Key in on Keywords**

Here's an awful truth: Resumes, in many cases, are not even read. Rather, they're scanned (either by a machine or by someone who is not the hiring manager). What they're scanning for is keywords or phrases that match their hiring criteria.

Not sure what keywords to put in your resume? Read the job description for a position that interests you, as well as descriptions for similar jobs. Then read your target companies' web sites. Certain words and phrases will come up again and again – those are keywords. Work them into your resume to make it easy for the scanner to spot what's important.

6. **Keep it Concise**

The old rule about resumes never exceeding one page is not necessarily true anymore. If you can fit it all comfortably on one page, that's ideal. But after you've been in the working world for awhile, your resume will probably need a second page. A third page (or more) is almost never a good thing.

The new "rule" is that two pages is fine, as long as everything on the resume is relevant to the job you're seeking, and recent enough to add value. Leave out jobs from more than about 10 or 15 years ago, unless they still have direct relevance to your current career path.

With these rules, you're on your way to crafting an effective, interview-worthy resume!

<http://www.pongoresume.com/articles/420/5-rules-for-building-a-great-resume.cfm?broadcastID=12855&linkID=6323716&ID=3010794/>

Cover Letter Template

Template to Use When Writing a Cover Letter From [Alison Doyle](#), Your Guide to [Job Searching](#).

The following cover letter template lists the information you need to include in the cover letter you submit with your resume. Use the cover letter template as a guideline to create customized cover letters to send to employers. A well-written cover letter that includes sections 1 to 7 below, can make the difference between being selected for an interview, or not.

1. CONTACT INFORMATION

The first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information:

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

2. DATE

Example:- October 9, 2009

3. EMPLOYER CONTACT INFORMATION:

Name
Title
Organization
Address
City, State, Zip Code

4. SALUTATION:

Dear Mr. /Ms.

5. BODY OF COVER LETTER:

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

Middle Paragraphs

The next section of your cover letter should describe what you have to offer the employer. Convince the reader that they should grant the interview or appointment you requested in the first paragraph. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

6. COMPLIMENTARY CLOSE:

Respectfully yours,

7. SIGNATURE:

(Handwritten Signature for a mailed letter)

Your Typed Name

Sample COVER LETTERS

Jane Doe
13333 Down Road
Cleveland, Ohio 44100
216-555-2222
Janedoe@msn.com

October 9, 2009

James Harper
Fellow, Human Capital/Economic Development
The Center for Community Solutions
1226 Huron Road, Suite 300
Cleveland, Ohio 44115

Dear Mr. Coulter:

I have enclosed my resume in response to the Public Policy and Advocacy Internship posted on The Center for Community Solutions' website. I am a recent graduate of Cleveland State University with a Master of Arts in Sociology. In addition, my academic preparation includes the related fields of psychology and criminology. This combination has equipped me with the necessary skills to provide excellent support to the Northeast Ohio Transitional Jobs Task Force.

As a resident of Greater Cleveland I have a vested interest in helping to improve the area. The Center for Community Solutions supports the development of many services, which I believe will foster economic, social, and standard of living improvements in the city of Cleveland. Of primary importance in this effort is human capital development. This internship appeals to me because of the chance to assist with this effort.

I gained valuable experience in research and writing during my academic career. Along with these analytical abilities, I am proficient in computer skills including Microsoft Word, SPSS, and conducting research using computer databases. I believe this training has prepared me well for this position.

The enclosed resume provides an overview of my background. I would like the opportunity to meet with you and to learn more about the position and your organization. Please contact me at 216-223-2223 or via email at Janedoe@msn.com at your earliest convenience to schedule and interview appointment. Thank you in advance for your time and consideration.

Sincerely,

Jane Doe

THANK-YOU LETTERS

To be called in for an interview is a success in and of itself — but the application process isn't over yet.

To make the most of the after-interview stage, always send a personalized thank-you letter to the hiring manager. Not only does this indicate your continued interest in the position, but it also shows follow-through and a level of professionalism that can't be beat.

Make sure that your letter uses the same heading as your resume and initial cover letter, as this maintains consistency. Also, keep it brief, mentioning only the highlights of your meeting with the hiring manager. This will serve to remind that person of the skills and qualifications you can bring to the opening.

If there were some matters that you forgot to mention during the interview, such as your ability to work extra hours and take on extra responsibilities, a thank-you letter is the perfect way to introduce this.

<http://www.resumeedge.com/resume-writing/letters/thank-you-letters/>

The Value of Thanks-Giving in Your Job Search

November 25, 2008 (10:00AM) by Rick Saia, CPRW



It's a lesson nearly all parents teach their kids but one that's not always sustained throughout life. As we celebrate Thanksgiving this week, the lesson of giving thanks is certainly one to be reinforced to job seekers, especially the growing ranks of the laid off.

Saying "thank you" is not just professional, it's the right thing to do whether you're looking for a new job or directions when you're lost – even if you don't get what you want or need. If you're receiving bad news, such as "*We decided to hire the other finalist for the job,*" or "*You're not the kind of candidate we're looking to hire at this time,*" you may at least be remembered for [saying thank you and being appreciative](#).

Here are situations where saying thank you can make a difference in the job search:

Before the Interview (after receiving invitation to interview)

"Thank you for calling me to interview for the position."

This is a good way to start off the [interview](#), and it's best to say it with a smile. First impressions are critical, and this can contribute to the hiring manager's opinion of you.

After a Phone Interview

"I appreciate your taking the time to talk with me about the job and the company."

Last impressions are also important, so show the same grace you did when you walked into the

room. This is especially helpful if you're being interviewed by a group of people. Don't forget to acknowledge each interviewer – by name if possible.

After the Job Interview- *The follow-up thank you note*

"Thank you for the time and effort you put into our interview, helping me learn more about the position and the organization. I am further convinced that I could contribute to the success of ABC International in this role, and I look forward to hearing from you to discuss the next steps in the process."

Most hiring managers are impressed with a candidate who takes the time to write a quick thank you note [after the interview](#). It demonstrates your interpersonal and [communications skills](#), and offers a glimpse at how you might fit in should you be hired.

Even if you're not interested in the job, send a thank you note after the interview. You never know when the employer might have a job that's right for you later on and remember you for your courtesy and professionalism.

Following a Rejection “*Appreciation note- keep your options open*”

"It was kind of you to let me know in such a timely fashion. I would have welcomed the opportunity to work for such a strong company as ABC, and I hope you will consider me for any future openings in which my skills could benefit the business."

Sure, the job would have been great and you're a bit bummed you didn't get it. But if you like the idea of working for the company, a post-rejection thank you will underscore your professionalism.

When Given A Networking Referral

The golden rule of networking is to give more than you receive. But when you do receive a job lead or a hiring manager's contact information, be sure to offer a gracious thank you. Even if a networking contact doesn't have information for you, be just as gracious for their time.

JOB INTERVIEW PREPARATION

Step-by-Step Job Interview Preparation

You've landed a job interview. Now you need to make sure you're ready for it. Follow our handy checklist to help you take the right steps before, during, and after a job interview to maximize your chance of landing the job.

When You Get 'The Call'

Things to remember when an employer phones to schedule a job interview:

- Be positive and enthusiastic about the opportunity to interview.
- If you're caught off guard, be honest (for example, "Forgive me, but I've sent out several resumes this month. Could you refresh my memory about the position you're referring to?").
- Write down the date and time of the interview you have scheduled.
- Write down the Name, Title, and Department of the person you'll be meeting.
- Ask about parking lots or public transportation and where to enter the building – then write it down.
- Ask if there is anything specific the interviewer would like you to prepare or bring to the meeting.
- In closing, be sure to thank the caller and confirm the interview date and time (for example, "Thanks again, Ms. Lee, I look forward to meeting you on Monday the 16th at 9:00.").

Before the Interview

Congratulations, you've scheduled an interview. Now it's time to do your homework:

- Look closely at the company's web site to get a feel for its culture, business goals, products or services, financial reports, and challenges.
- Search the Internet for news or information about the company. Don't overlook blogs in your search.
- Formulate and practice reciting a clear and concise summary of your unique skills and qualifications that you could deliver in about two minutes. Avoid making it sound as if it's a "canned" speech. Ad-libbing some of it can't hurt, as long as you're clear and thorough.
- Prepare and practice answers to typical [interview questions](#).
- Make a list of questions to ask during the interview.
- Write down examples of past successes that you can discuss in the interview.
- Contact your three references and alert them that you'll be interviewing, so they may get a call.
- Look up the exact building location online and print out a map and driving directions or public transportation route, with planned contingencies for possible delays.
- Do a "dry run" if possible – physically go to the interview site so you'll know exactly where it is and how long it will take you to get there (Hint: If it's a workday, check out what people are wearing as they enter or exit the building).
- Plan your attire and accessories and make sure everything is clean. Unless the company explicitly tells you to dress more casually, wear a suit. Present your most polished image; your "real" style can emerge once you're hired.

Things to Take with You to the Interview

Carry a professional-looking briefcase or organizer that contains all the [items you might need](#) during the interview:

- Company address and directions.
- Bus or train schedule, if applicable.
- A photo ID (e.g. passport, green card, driver's license).
- Detailed dates of employment and salary history, if needed to complete the job applications (Note: Don't provide the salary information unless it's mandatory.)
- Interview agenda with names of interviewers (if they've provided one).
- List of names and dates of people you talked with already at the company (e.g. recruiter, phone screener, hiring manager).
- Name, title, and phone number of person to ask for upon arrival.
- Pen and paper.
- A copy of the job description.
- List of at least five questions you plan to ask the interviewers about the company or position.
- Three copies of the resume and cover letter you sent to the employer, printed on quality paper.
- Three copies of your list of pre-qualified references.
- Samples of related work you've done in the past.
- Food (something small, quick, and filling in case of an extended interview).
- Medication, if applicable.
- Comb, breath mints, lipstick, tissue, lint remover, or anything else that will help you feel confident and make the best possible presentation.

During the Interview

Don't forget that you're creating an impression from the very first smile to the final handshake. Follow these guidelines:

- Silence your cell phone and keep it out of sight.
- Treat each person you meet in a friendly, respectful manner (i.e., if you're rude to the receptionist, you can bet the hiring manager will hear it "through the grapevine.").
- Stand and shake hands with each interviewer who enters the room.
- Listen attentively and ask questions where appropriate. Take brief notes.
- Be prepared to present your "[elevator speech](#)" – the short summary of who you are and the value you can bring to the organization.
- Present your skills in positive terms (i.e., emphasize your strengths and how they relate to the job).
- Ask for a business card from each interviewer, or write down their names and verify spelling (this simplifies follow-up, thank you letters, etc.).
- Don't ask about salary or benefits in a first interview unless the interviewer initiates the topic.
- Ask when you can expect to hear from them again.
- Ask whether it's OK to contact them for a status update if you haven't heard by a certain date they indicate they will take the next step in the process (and ask how they prefer to be contacted).

After the Interview

At this point, most candidates just sit back and cross their fingers. Your best course of action is to remain proactive. Take these steps to keep yourself in the running and add to the favorable image you've been building:

- Send a [thank you](#) note ASAP (definitely within 24 hours) to each person you interviewed with.
- Follow through on any promises you made during the interview (e.g., sending information you said you would provide).
- Make sure to contact them on the agreed-upon date to inquire about their decision making.

Don't give up hope! The hiring process can take many weeks!

<http://www.pongoresume.com/blogPosts/240/the-value-of-thanks-giving-in-your-job-search.cfm>

REFERENCE WRITING

Plan Ahead

- Think of people that you would like to use as your References.
- Contact them and ask for permission to use them as your References
- You must have at least three (3) Professional References.
- You may include two Personal References (optional).
- Maximum should be five (to include 3 Professional and 2 personal)
- Minimum should be three (all professional)
- It is very important to obtain their Phone Numbers and Email Addresses

Content for Professional Reference

Name

Work Title

Company Name

Address, City, State and Zip Code

Phone Number including extension (*Phone Number could be home or work*).

Email Address

Content for Personal Reference

Name

Address, City, State and Zip Code

Phone number and Email Address

Your Name- John Doe

612 Wade Avenue # 4

Cleveland, OH 44133

(216) 721-5555

References

(Sample Professional References)

Dr. Diane Kutez

Director, Accounts Payable Department ----- (Job Title)

Williams Dare Company ----- (Company Name)

2211 Prospect Avenue ----- (Company Address)

Cleveland, OH 44114 ----- (Company City, State)

(216) 555-5555 ----- (Either Work or Home phone number)

Dr. James Doe

Professor, College of Engineering

Cleveland State University

1860 Euclid Avenue

Cleveland, OH 44108

(216) 555-5555

Sample Personal References

Taniya Whaming

1553 Belford Road

East Cleveland, OH 44112

(216) 299-5555