

# Writing a Results-Oriented Resume

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## General

- Emphasis
- Be honest, don't exaggerate, but remember you are selling yourself
- Respond directly to ad or industry or company
- Human and machine scanners
- Keywords
- Multiple versions

## Experience and skill summary – not “Objective”

- Optional
- Focus on hirer's need – not interested in your objective
- Keywords important here

## Job history

- List results rather than responsibilities. Added value to projects
- Up to date language – today's buzz words
  - Action words “managed”, “built”, “achieved”, “developed”
  - Acronyms and local lingo
- Paid vs. non-paid experience
- Ancient history – more than 15 years old (combine under “other experience” and don't elaborate)
- Chronological vs. functional
- Job titles
  - Make up descriptive title or rewrite if necessary (“Project Manager” vs. “Adm. Ass't”)
  - Emphasize or de-emphasize as needed
- Dates
  - De-emphasize as needed
  - Gaps

- Company names
  - Emphasize or de-emphasize as needed
  - Name changes

#### **Format**

- Length
- Accuracy
- Grammar, spelling, punctuation
- No sentences
- Bullets
- Boldface, underline, italics, indentions

#### **Education and training**

- Degrees, most recent or most impressive or most relevant first
- Include degree programs started but not completed
- Classes, seminars, courses, training, certifications

#### **Additional sections**

- Skills, tools
- Awards, certificates, honors
- Presentations
- Publications
- References – usually don't include
- Personal info – usually don't include

#### **Contact info**

- Include email (which should look professional and in your name)
- Day and evening contact info.

#### **Additional tips**

- Electronic version, MSWord or text
- Good paper (not fancy), envelope
- Staple pages together
- Name and email address (or phone) on second page
- Have someone else review resume(s)
- Keep resume up to date
- Create a presentation package to leave with employer