

# Resume



**ASSIGN  
BUSTER**

- This version of the resume is visually disjointed, with too much white space and additionally hard on the eye with a bold font used throughout. Further, a computerized resume scanner may be unable to read it. The underlining and floating lines should be eliminated, but headings could use the bold font.
- The heading of the resume itself spread out too far at this point, but can be easily tightened to a letterhead presentation or another attractive design.
- Job responsibilities should not be listed; specific accomplishments within these responsibilities should be provided as bullet points and need to include numbers and percentages or similar characteristics that make you different from everyone else. This would include numbers of clients increased per quarter, dollars increased in sales because of your work, etc. Achievements such as fastest turnaround time, consistent sales leader, received many thank you letters, received many customer compliments, etc. would be very good to include, especially if you have no numbers to use.
- The Employment History needs some re-arranging chronologically and years are generally left off the resume, per resume standards these days. Use 10 years of jobs and the others can be listed as “ Additional experience” in a short paragraph. Alternatively, list all of your achievements at work together and then list employers’ names, city, and state in a list without dates.
- Positive comments from supervisors can be listed in a section of their own and would be a tremendous selling point for you as a potential employee.

- Do not mention family in a resume. This opens you for illegal questioning during interviews, per EEO. Employers may not deny you a job because of family and children, but if you mention it first, you lose that legal safeguard. Family, church, clubs, your health, age, whether you have a family or children, living arrangements, family health, your family's national origin/ethnicity, and anything else personal is not to be asked in a job interview. We can add your achievements for the one year in your family job to the list of all other achievements and avoid the issue in a " combination resume" that highlights your skills and achievements.
- This resume could benefit from having the sections of Summary (Profile), Qualifications (Achievements), Employers, Certifications and Awards. An Objective could outline your current specific employment goal, but would not be necessary. If you have training courses beyond high school, list them under Education, but high school is not usually used on a resume of that is the terminal education, especially if it gives away your national origin and the year gives away your age.
- Software Applications is a good section on this resume - can you add specific pieces of office equipment? In addition, do you have any other special skills you might add?