Career Headlines

Career Solutions Publishing

Creating Winning Résumés and Applications

Some job candidates rush to finish their résumé, and then they send the same résumé to many different companies. Also, they may leave out important information on an application because of impatience. This almost guarantees the résumé or application will go into the Discard pile. To have your documents reviewed carefully, do these things:

- Develop each résumé and application for a specific company.
- Identify your personal characteristics that will help the company.
- Pinpoint your skills and abilities that will be an asset to the company.
- Use keywords that an electronic résumé and application scanner wants to find.

Résumé Tips	Don't say	Do say
Avoid using stuffy language.	Enclosed herewith	I am enclosing
Use simple words.	utilized, manifested	used, showed
Be specific.	a great deal of time, lower costs	two years, $10,000 reduction
Draw a word picture.	created a motivating training plan	created a 5-week training plan that received the highest rating
Use action words.	is, are, was, were, be	taught, developed, implemented
Make keywords readable electronically.	the job available	the technology specialist job
Application Tips	**Don't do this**	**Do this**
Complete every line and blank.	Leave out any information requested on the form.	Check and recheck your information.
Follow the instructions on the form exactly.	Look at the form quickly and complete it quickly.	Make sure the form is perfect in every detail.
Make yourself look good while being honest.	Exaggerate your skills and accomplishments.	List as much positive information about yourself as possible.
Know that an application form is a legal document.	Lie about your education, former jobs, or other information.	Recognize you can be fired later if you lie on your application.
Sign the application form.	Scrawl your signature.	Write a readable signature.

Action: What are your positive personal characteristics you will include on a résumé and application form?

Note to teachers: If you haven't looked at the Effective Résumés and Application Process lesson titles in **Job Ready Career Skills**, look below. You can interact with the demonstration lesson "Information for an Application" at **this link**.

The Application Process
Completing a Job Application
Information for an Application
Why Companies Use Applications
Developing Job Information
Assuring Accuracy of Information
Writing a Cover Letter
Applying Online
Applying in Person
Following Up on an Application
Double Check Your Application

Effective Résumés
Things to Include in a Résumé
Locating Needed Information
Selling Yourself in a Résumé
Terms to Use in a Résumé
Matching Your Talents to a Job
Describing Your Job Strengths
Organizing Your Résumé
Writing an Electronic Résumé
Dressing Up Your Résumé
Using a Résumé Successfully

To view a sample Job Search lesson from *Job Ready Career Skills*, **click here.**