

*Oshkosh Area Workforce Development Center*  
PRESENTS

# Designing Your Resume



# What Is A Resume?

- **A resume is a clear, concise, visually appealing list of your qualifications and employment-related background.**
- **Your resume is often your first, and sometimes your only chance to make an impression on an employer.**
- **Your resume is a key tool to get your foot in the door for an interview.**

# **Why Is a Resume Important?**

- **These days, employers ask for a resume and cover letter as a standard way of applying for most jobs.**
- **Your resume organizes your employment history and inventories your skills.**  
**Writing your resume can help prepare you for interviews.**

# What a resume **SHOULD** have:

- Clear, easy to read fonts.
- Visually appealing design, including: white space and appropriate decoration.
- A summary of relevant information on your work history, knowledge, education and experience.
- Your contact information: phone number, address, and e-mail address (if appropriate)
- Typed on good quality paper with cover letter on matching paper.

# What a resume SHOULD NOT have:

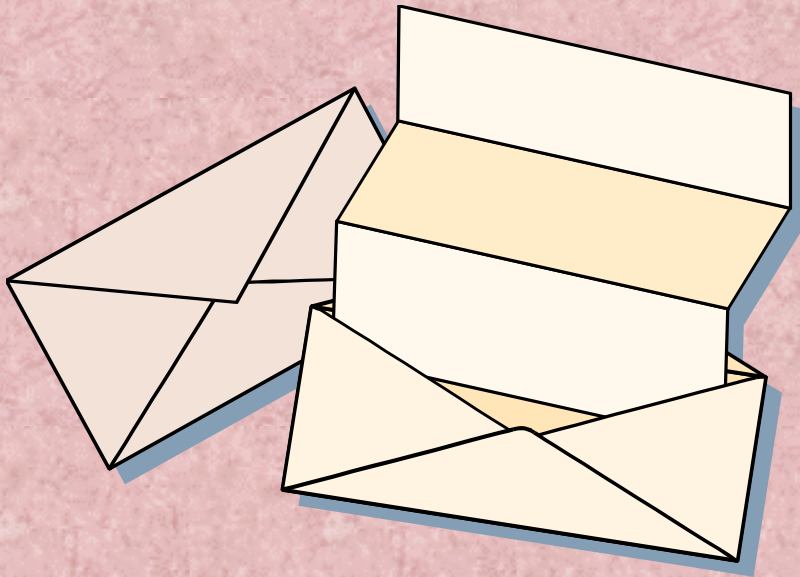
- A life history
- References
- Greetings, Salutations or Addresses
- Grammatical or typographical errors
- Reasons for leaving, pay or personal info.
- Slang, profanity, humor, expressions, anecdotes, quotes, or distracting decoration.

# *Presentation*

## **ADD EYE APPEAL:**

- Use different fonts.  
(keep to 3 or less).
  - Use **bold**, *italics*, and underlining to make things stand out.
  - Use bullets to simplify and accent text.
- Always send your resume with a cover letter
  - Have resume, cover letter and references printed on same type of paper (matching envelope preferable)

# Sending Your Resume



- Always with a cover letter unless it is attached to an application.
- Sign cover letter in black ink.
- Only send reference sheet if employer requests it.
- Send follow-up letter after interview.

# CHRONOLOGICAL

## BENEFITS

- Emphasizes steady employment record.
- Emphasizes former employers.
- More familiar to professional interviewer.
- Easiest to write.

## DRAWBACKS

- Can starkly reveal employment gaps.
- May put undesired emphasis on areas you may want to minimize.
- Difficult to spotlight skill areas.

# TARGETED

## BENEFITS

- Customizes for a specific job.
- Highlights skills and experiences in a specific area.

## DRAWBACKS

- May not be suitable for multiple job opportunities.

# FUNCTIONAL

## BENEFITS

- Stresses select skills rather than history.
- Camouflages spotty employment history.
- Emphasizes professional growth.
- Minimizes unrelated positions.

## DRAWBACKS

- Omits work history (can make employer suspicious.)
- Does not allow for highlighting companies or organizations.

# COMBINATION

## BENEFITS

- Combines the concise approach of the Functional with the reassurance of the Chronological.
- Good for career changes.
- De-emphasizes employment gaps.

## DRAWBACKS?

- Takes longer to write (because you must inventory your skills)

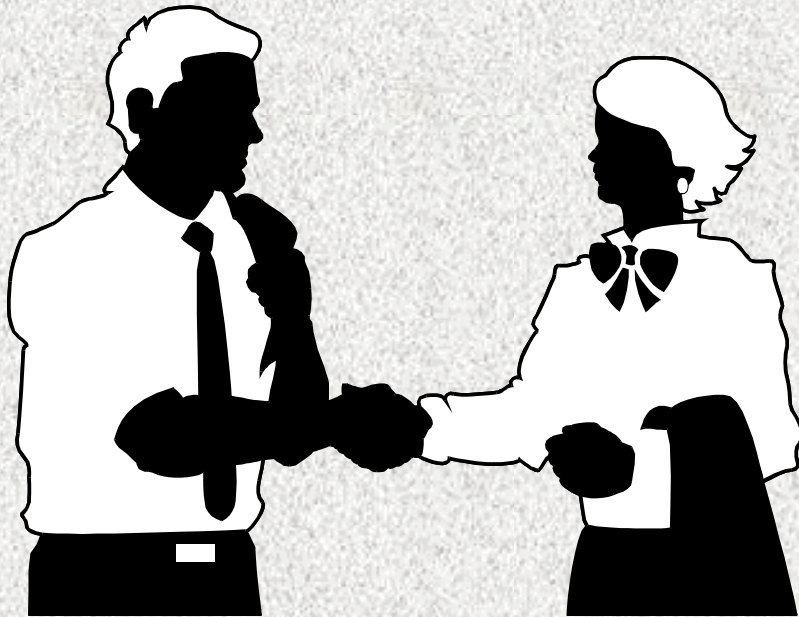
# COVER LETTERS



**Why do you need one?**

**What does a good one look like?**

# COVER LETTER



- Your written introduction.
- Tells who you are, what job you are applying for.
- Where you saw the job advertised.
- Leads them into resume.
- How/when to contact you.

# SERVICES AT THE CENTER

- Computers / printer for creating resumes, cover letters, and follow-up letters.
- Self-paced tutorials for learning the entire Microsoft Office Suite and typing skills.
- JobNet listings of available jobs throughout the State of Wisconsin.
- Internet computers for employer web site and other job search web site access. (online applications.)

# *Oshkosh Area Workforce Development Center*

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## **HOURS:**

**7:45 a.m. - 4:30 p.m.**

**Monday - Friday**