

A Better Resume

Special Report

i-TotalSearch Consulting Ltd

Do you know every eight out of the ten interviewers scan the resume for 2 seconds only and decide if they would choose a particular candidate for interview?

Do you know if you put in something inappropriate at the first few lines of your resume, it would end up in the trash faster than you can imagine?

Your resume is your lifeblood. Without a proper preparation of it, there is NO way you can be granted an interview. You would be kept outside the loop of the game of interview.

Take note of the information in this special report. It helps you establish credentials at the very beginning of your resume and suggest the proper format and writing strategies you can follow.

From the Desk of Damen LC Choy (May 2004)

Here are the Dos and Don'ts in preparing resume:

Do:

- Use Short Sentences. Take out personal pronouns such as I, my and me
- List your profile summary professionally at the beginning of your resume
- Begin your job description items using action verbs (refer to the list of suggested verbs)
- Use bulleted points to describe your job.
- List your job experience and education information in REVERSE chronological order; Highlight the important ones.
- Give as much information as possible to the latest job. And decrease the amount of information as moving to the older ones.
- List your accomplishments in job descriptions. This is even more important than your job responsibilities.
- Use figures, statistics to back up your information.

- If you are reporting to someone important, include this in your resume
- Include your hobbies, interest in ONE sentence at the end of your resume. This makes you a livelier person.
- List your further resume information as an Appendix like Certificate of Merits, Graduation Certificates' Copies, etc.

Don't:

- Photocopy your resume. Print and customize each one carefully
- Use personal pronouns such as I, my and me.
- Use too many fancy fonts on your resume. Keep it neat and tidy.
- Commit mistakes in typos and grammars.
- Present your resume in more than two pages
- Include too much detailed information like reference contacts.

In next section, we take a look at a sample resume layout.

Example Of A Resume Layout

Name

Address/ email/ phone

Personal Profile Summary

An energetic professional well versed in..... *(Write a good summary of yourself. If you include a career objective, make sure this aligns with the opening's requirements)*

Education

B.S. Degree Candidate, **Information Technology**, 2001
XX University, Seattle

..... 1999

(In reverse chronological order)

Experience

Dates Company Name, Place (optional) *(In reverse chronological order)*

Title

Reporting to (optional)

Responsibilities:

- *Action verb starts description of results or responsibilities*
- *Action verb starts another description of results or responsibilities*
- *Action verb starts another description of results or responsibilities*

Achievements:

- Results I *(Use figures, dollars amounts, etc to make your descriptions more informative)*
- Results II

Dates Company Name, Place (optional)

Title

Reporting to (optional)

Responsibilities:

- *Action verb starts description of results or responsibilities*
- *Action verb starts another description of results or responsibilities*
- *Action verb starts another description of results or responsibilities*

Achievements:

- *Results I (Use figures, dollars amounts, etc to make your descriptions more informative)*
- *Results II*

.....
.

Skills

Languages Skills: Spanish, fluent oral and written (*mark your proficiency, Conversational, basic, survival, etc*)

IT Skills:

Professional Qualifications

(list only those relevant to your job application, don't include something irrelevant)

Awards/Affiliations

- *List out those you have contributed to the society*
- *List in order of importance*

Personal interest

Hiking, tennis, diving..... (*List some of you hobbies to show your personal attires*)

Useful Words to Writing Your Profile

- A hands-on problem solver
- A problem solver who take pride to create practical solutions
- A good team player with ability to understand, relate to, and communicate with people of diverse cultures.
- Able to work with minimal supervision
- Able to work under pressure
- Adept at balancing effective business management with human service, values, and ethics.
- Comfortable consulting with clients to determine their needs and priorities.
- Conscientious and dependable in completing systems projects accurately and within timetable.
- Creative problem solver and effective negotiator.
- Demonstrated ability to work successfully with diverse populations.
- Detail oriented, with proven ability to identify, analyze, and solve problems.
- Excellent interpersonal and customer relations skills.
- Excellent verbal and written communication; documenting results and informing others of conclusion and outcome.
- Exceptional communication and interpersonal skills.
- Easily develop rapport with peer.
- Flexible/adapts to changing business environments.
- Functions effectively as a team developer.
- Hard-working. Reliable. Punctual.
- Highly effective at motivating and managing employees and clients.
- Highly motivated and enthusiastic; able to manage multiple projects simultaneously.
- Highly reliable, loyal, self-starter; hard-working, goal-oriented, team player.
- Highly resourceful and organized.
- Managed quality issues and related tasks effectively.
- Outstanding management, analysis, and interpersonal skills.
- Object oriented.
- Problem resolution and troubleshooting skills.
- Proven ability to collaborate effectively with clients.

- Proven ability to communicate technical data and theory to non-technical people.
- Persistent, loyal and hardworking
- Quick learner; able to grasp new concepts quickly.
- React quickly to make decision without much information available
- Remain calm and decisive during crises.
- Resourceful, efficient, well-organized, and flexible.
- Self-starter with proven leadership ability.
- Skilled at maintaining a balanced, objective viewpoint during problem mediation and resolution while successfully upholding company's objectives.
- Strategic thinker and planner able to quickly grasp needs and concerns in vastly distinct areas of responsibility.
- Strong communication skills, including the ability to effectively interface with all levels of staff and clientele.
- Strong leadership skills and the ability to manage and motivate staff.
- Strong problem solving, organizational, and time management capabilities.
- Strong troubleshooter, able to identify problems, diagnose causes and determine corrective actions.
- Successful meeting fluctuating and tight deadlines with ease.
- Task-oriented and precise with high performance standards.
- Team-focused management philosophy.
- Team-member perspective; builds strong supportive relationships.
- Well organized.

Useful Verbs in Writing Job Descriptions

Accelerate Increase speed, hasten, hurry, quicken

Accomplish Achieve, complete, finish, carry out, undertake

Achieve Attain, realize, accomplish, complete

Adjust Resolve, settle, adapt, regulate

Administer Manage, direct, run, govern, oversee

Advise Counsel, recommend, inform, consult

Analyze Study, determine, resolve

Answer Show, evident, manifest, seem

Apply To put to use, parallel, suitable, fit, qualify, correlate

Appoint Employ, hire, assign

Approve Endorse, sanction, attest, certify, accredit

Arrange Position, place, assemble, organize, display

Assign Prescribe, specify, allot, ascribe

Assist Support, aid, corroborate, maintain, uphold

Assure Insure, reassure, convince, guarantee

Attain Reach, achieve, accomplish, manage, conquer, realize

Authorize Sanction, justify, warrant

Balance Assess, consider, compare, evaluate, calculate, maintain, equilibrium

Budget Plan, account, make financial arrangements

Build Construct, erect, assemble, fabricate, develop, create, encourage

Calculate Compute, analyze, estimate, gauge, determine, evaluate, assess

Chair Preside over, lead, oversee, manage

Collaborate Work jointly, cooperate, assist

Collect Gather, bring together, extract from, gain, claim, accumulate

Communicate Impart, convey, exchange, transmit, express

Compile Accumulate, collect, gather, assemble, list,

compose

Compose Create, write, invent, compile, arrange, order,

organize

Compute Calculate, figure, work out, process

Conduct Guide, control, direct, transmit

Confer Bestow, trust, consult, bring together

Construct Build, create, erect, assemble, form, compose,

put together

Consult Consider, ask of, refer to, advise, deliberate,

counsel, confer

Control Regulate, rule, conduct, direct, restrain, reserve, guide, manage

Coordinate Harmonize, combine, act together, to bring

about

Correct Amend, rectify, alter, adjust, point out

Counsel Consult, deliberate, advise, propose

Create Generate, produce, build, form, construct, invent, establish

Delegate Entrust, appoint, assign, prescribe, allot

Demonstrate Show, prove, exhibit, establish, validate

Design Plan, intend, devise, propose, invent, create,

conceive, fabricate

Determine Decide, resolve, discover, settle, regulate, to

bring about or come to

Develop Set forth, evolve, expound, unfold, grow, promote, process

Devise Plan, invent, develop, create, formulate

Diagnose Recognize, identify, analyze, conclude

Direct Impart, adapt, move, point, extend, lead show,

prescribe, determine

Discuss Reason, examine, declare, consider

Edit Correct, revise, amend, change, alter

Educate Teach, instruct, edify, inform

Encourage Foster, stimulate, inspire, spur on

Enforce Strengthen, constrain, compel, urge, carry out, effectuate

Ensure Make sure, certain, sage, guarantee, insure, assure, secure

Establish Effect, make firm, recognize

Estimate Appraise, judge, determine, evaluate, value, rate, assess, calculate

Evaluate Determine, appraise, estimate

Examine Inspect, observe, study, consider

Execute Carry out, perform, implement, complete, finish

Expand Enlarge, increase, develop, swell, inflate

Expedite Speed up, accelerate, advance, hurry up

Extract Take out, remove

Facilitate Ease, make possible, aid, assist

Forecast Calculate, predict, foretell

Formulate Devise, invent, create, plan, originate

Found Establish, originate, create, institute,

initiate

Generate Produce, create, cause, engender

Head Lead, control, regulate, supervise

Identify Recognize, discover, distinguish, detect

Illustrate Exemplify, demonstrate, show

Implement Accomplish, carry out, provide

Improve Better, enhance, perfect, develop, build up, enrich

Increase Augment, amplify, enlarge, enhance, improve, intensify, strengthen, heighten

Influence Force, direct, sway, affect, alter, modify

Initiate Cause, introduce, begin, instruct

Innovate Invent, pioneer

Inspect Look over, view closely, examine

Instruct Impart, give knowledge or information, direct, teach

Integrate Incorporate, join together, combine, assimilate

Interpret Explain, construe, conceive, represent, bring to realization

Investigate Inquire, observe or study, examine

Launch Begin, commence, initiate, instigate, introduce, release

Maintain Uphold, sustain, continue, retain, preserve, reconcile

Monitor Check, test, watch, observe, regulate, control, keep track of

Negotiate Discuss, confer, consult, agree, settle

Operate Function, activate, control, maneuver, organize, conduct, direct

Organize Arrange, form, set up, cause, develop, integrate	constitute
Originate Initiate, begin, inception, create, construct	Research Investigate, study, explore, examine, seek
Participate Involve in, take part, share, partake	Resolve Decide, determine, solve, come to a decision
Perform Execute, achieve, complete, present, operate	Restore Reinstate, re-establish, bring back, return, renovate, repair, rebuild
Persuade Influence, convince, plead with	Restructure Reorganize, streamline, reform, redistribute
Plan Design, plot, scheme, project, arrange, devise, have in mind	Retrieve Recover, regain, repossess, salvage, rescue, reclaim
Prepare Make ready, work out details, put together, qualify	Review Examine, review, evaluate, consider, plan, reflect
Present Give, award, impart, offer, display, organize, introduce	Revise Amend, modify, adjust, alter, change, correct
Process Treat, handle, sort out, administer, deal with, manage, see to	Schedule Arrange, plan, program
Produce Create, make, manufacture, construct, fabricate, generate, yield, emit	Sell Advertise, vend, retail, promote, market
Provide Supply, procure, prepare, fit out	Shape Have an effect on, influence, mold
Publish Issue, put out, distribute, circulate, make known	Solve Resolve, answer, explain, decipher, work out
Recruit Employ, enlist, engage, enroll, take on	Streamline Make more efficient, rationalize, modernize, update, reorganize, restructure, simplify
Recommend Entrust, commit, advise, endorse, make acceptable	Summarize Sum up, recapitulate, abridge, review, go over, condense
Regulate Control, order, adjust, legalize, standardize, normalize	Supervise Oversee, superintend, watch, direct, govern
Reorganize Reorder, rearrange, restructure, adjust, change	Teach Educate, instruct, coach, train, show, demonstrate, clarify
Report Relate, cover, present, announce, make known, account	Train Direct, information by instruction, teach, prepare, instruct, discipline, drill
Represent Present, depict, typify, advocate, portray,	Upgrade Improve, promote, advance, raise
	Utilize Use, exploit, employ, operate, develop
	Write Mark, inscribe, compose, create

About the Author:

Damen runs several consulting businesses in Hong Kong. He operates a consulting firm helping foreign companies establish their business operation in Hong Kong and Greater China. He also co-founded an IT consulting House specialised in Information Security Service.

Damen is an active speaker in the following topics: IT Marketing Management, Technology deployment in Small and Medium Business Operation, Entrepreneurship, etc.

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