

Marks Remarks by Mark Rowen Lincoln County Educator 4-3-08

It's the time of year schools and students are thinking of graduation. For the student, now comes the fun, these new graduates GET to look for a job. What will be needed to do this? The first item will be a resume. This document will inform the prospective employer about the qualifications and skills the job seeker has. The volume of applications for a job now is large. What is going to make your resume stand out from the others; how can you SELL the employer on your skills. Just like the commercial on TV or ad on the radio, you have to create an interest in the product-you. Your resume may have only 5-10 seconds to influence the screener for an interview. Here are some tips for writing that resume to land that first job.

Use similar titles and headings like the positions you are wanting. Highlight the skills and job experience which pertains closely to the job seeking. If you reference a number of non-applicable skills the employer may assume in the 5-10 seconds looking at the resume, you may not possess the skills needed for the job.

Quantify and use those power words, use numbers to be as specific as possible about your abilities. If you want a management position, then use words like supervise, directed, trained, etc.

Analyze the newspaper ad or job description carefully. There will be key words so make sure to know what they mean and how to demonstrate your abilities in these areas.

Sell the benefit of your skills to solve employer's needs. Make sure the employer knows you will be the right employee for the job.

Prioritize the content of your resume. Make sure the skills needed in the job are on the first page and listed at the beginning of the resume. The employer will not LOOK for your skills. You must make them known and convince the employer these match the job he has advertized.

Change and target resumes and cover letters to specific job applications. This will mean you will probably have to arrange your resume in different ways for different jobs. That is easily done with computers.

Most of all, do not give up. The average search for a job is now longer than 6 months. Remember the interview process is not just for the employer. Ask questions to find if YOU would like to work for them.

For examples of resumes go to <http://4h.sdstate.edu> click on 4-H club, then scroll down to Trips and Scholarships, the click on resume examples. For more information contact the Extension office at 764-2756.