

The Damn Good Resume: <http://www.damngood.com> by Yana Parker is an example of many sites that contain advice and examples for crafting effective resumes.

Scannable Resumes

Many employers are now using the latest technology to review resumes. If you want to increase the chances of your resume being reviewed and considered for open positions, you should make sure it is a scannable resume. This enables employers to electronically file your resume and then track it by using *keywords*. In order for employers who use this new technology to be able to locate your resume quickly, you should put it in scannable form. Click [here](#) for additional suggestions and examples to assist you in preparing a scannable resume.

<http://jobsearchtech.about.com/od/gettingthejob/a/HowToMakeResume.htm>

Resume Tips

1. Begin with a clear objective that states exactly what you want. If you don't have a clear objective, skip it – presenting a vague one will not help you.

If you are an entry-level employment seeker, your resume should include an objective statement because your work history may not clearly define your goals. This can be as simple as stating the position for which you are applying.

If you choose to write a Qualifications Summary it should relay your key qualifications. This will enable the hiring manager to immediately recognize your goal. If you have been working in the same career field for a lengthy period of time and want to continue on this track, the summary statement is a good way to send the message, "this is who I am", rather than "this is who I'd like to be".

Example of Objective Statement for Entry Level Worker:
Dedicated DelTec graduate pursuing position of Machinist.

Example of Qualifications Summary:
Talented and dependable Machinist, skilled in all aspects of industrial assembly machinery within production oriented environments.

2. Examine job postings to learn which skills employers are looking for. Be sure to highlight your relevant skills to the posted position. Your goal is to sell your skills so there is no question in the employer's mind that you are right for the position.
3. Keep your resume brief and to the point. Use plain simple English that gets your point across quickly.
4. Don't describe details of prior jobs; rather, explain what you accomplished. Your achievements are what will make you stand out to an employer. List specific accomplishments. For example, perhaps you implemented a new process of some kind that resulted in saving time and/or money.
5. Other than your primary skill(s), master machinist or senior auto mechanic, for example, mention additional skills used on the job, such as managing the shop when the boss was away, or taking the initiative to work with customers and explain a product or service. Don't forget to mention relevant courses or training you have taken to update your skills.