**Tips on Creating a Competitive Resume
Kathleen Sasso, Salem Free Public Library**

 In today’s job market, developing a resume that will bypass the initial screening process is key to obtaining an interview. Many employers use software to scan resumes for preferred keywords related to their industry. One effective strategy is to go over employment ads for the employment field you are interested in and pull out keywords from the ads. Use those words when building your resume.

 A few websites with good advice are:

<http://www.squawkfox.com/category/resumes/> - Kerry at Squawkfox.com has a good series on how to write cover letters and resumes, along with free templates and do’s and don’ts. She tells it like it is and has some really good advice.

<http://jobsearch.about.com/od/resumes/u/resumesandletters.htm> - Alison Doyle at About.com has a wealth of information related to writing cover letters and resumes – along with a list of recommended keywords - <http://jobsearch.about.com/od/coverlettertips/qt/action-keywords.htm>

Other Tips:

* Use a font that is clear and easy to read.
* If you are using an objective, make sure it is related to the job you are applying for.
* Keep it Simple: When describing previous job experiences, keep it short and to the point.
* Make sure the most relevant and important experience is listed first.
* Your resume should be well organized and have a professional appearance. Ask someone who has experience reviewing resumes to look it over. Salem Free Public Library offers a free service called JobNow, available through their website: <http://www.brainfuse.com/login/csl.asp?a_id=AFEB3251&l>=. They offer resume review and assistance as one of their services and is also another resource for tips on creating resumes and cover letters. If you are a Salem resident, all you need is your library card barcode to use this service.
* There are three types of resumes:

A **chronological resume** starts by listing your work history, with the most recent position listed first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for job seekers with a strong, solid work history.

A **functional resume** focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

A **combination resume** lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer (Doyle, 2013).

* Microsoft offers resume templates which is a good starting point if you are not sure where to begin. <http://office.microsoft.com/en-us/templates/results.aspx?qu=resume&ex=2&av=all>