

Your employment success – Part 1

submitted by Dwayne Trynchuk, Human Resource Consultant

The Resumé

Are you currently unemployed, or just testing the job market for something different? The degree of success you have with your search requires attention to three critical areas. You need a great **resumé**, **interview**, and **follow-up**.

Over the next few months, I will provide a series of articles to help you achieve success with your job search. This article will look at some resumé basics.

Over the last five years as a hiring manager and recruiter, I have read thousands of resúmes and conducted countless interviews. I have learned that only a small percentage of applicants have mastered these three areas. The applicants who do are successful. Those who do not keep searching. If you prepare carefully, you will greatly increase your chances of finding the job you want.

Importance of the resumé

When you consider what is truly at stake, the time you spend creating your resumé is probably the most important time spent on your search.

In extremely busy HR departments or businesses, your resumé needs to catch and hold the attention of those who short-list the applications to determine who gets to the next step: the interview. A great resumé is held on to and considered further.

What makes a resumé great?

- Is your resumé easy to read? The resumé should have easily identifiable sections on education and work experience. If you are just entering the workforce or perhaps changing careers, a section on aptitudes and/or transferable skills should be included.
- Did you state your objective at the top of your resumé/application?
- Do you put education or experience first? If you have limited experience, list your education first. If you were at the top of the class or if you won any academic awards, make sure to mention it.
- Have you made any assumptions about the reader? Do not assume that the person reading your resumé knows about the type of businesses you have worked for. A short one-line explanation about the business is helpful.
- As you list each job, did you showcase your most relevant experience first? Use action words to highlight what you did or are currently doing. Reflect on your current job and past jobs. What did you do there that made a difference? Did you initiate positive changes? Did you help them cut costs? Did you generate more business?



Dwayne Trynchuk, Consultant, gives pointers on how to get your resumé noticed

- Your resumé should have no more than two pages. Keep it brief but informative. If it takes more than five minutes to read, it's too long.
- Make sure your name, address, and contact information is on the resumé. Believe it or not, some people accidentally forget to include this info.
- Give references only when requested to do so.
- Fact or fiction? Keep it factual and relevant.
- Customize your resumé for each application. Generic resúmes do not stand out. Also, use a cover letter.

As simple as it may seem, your resumé is the key to your future success. A well-crafted resumé will bring results with calls for interviews. Without an effective resumé, your chances of landing a great job are drastically reduced and you will be left waiting by the phone.

There are plenty of books and resources available that can help you create a great resumé. If you still need help, there are also businesses that can assist in resumé writing. The time you spend on this is critical. Invest in your resumé and you will be paid back dividends.

Website of the month: www.jobsetc.gc.ca

by Heidi Riley

What do you want to be when you grow up?

That's a question that children are asked many times. Adults may also need to rethink where their career is going and plan some changes.

There are so many possible career choices. Where do you begin?

www.jobsetc.gc.ca is a good place to start. This website gives you guidance as you explore careers and helps you to identify your interests and abilities. It shows you how to research careers, find out about training options, and develop a personal learning plan.

Quizzes help you get on the right track

The **Career Navigator** section offers plenty of quizzes that can get you thinking about your career future. You can do a self-assessment quiz to find out what your strengths are. You can also find out where you may need to improve. There are also quizzes to determine your workplace skills and attitudes.

Managing your career

From the homepage, click on **Blueprint for Life/Work** to get tips on managing your career. You can learn to identify your career options and your workplace skills. Click on the **Interview Checklist** before you go to a job interview for tips on having a successful interview. Other checklists will help you identify positive workplace attitudes and skills.



A springboard to other sites

www.jobsetc.gc.ca has links to government employment programs and federal job opportunities. Other links can help you explore labour market information for PEI or any other province or territory. Sites for provincial government jobs, The Job Bank, and other career websites are at your fingertips.

Take time to work through this website, and you will be rewarded with a much better understanding of job seeking and of your place in the world of work.

