Resume Facts

Filling out applications and resumes are necessary in a variety of situations. An application is a process for applying for such things as scholarships, trips and entrance to colleges, universities or trade schools. A resume is utilized firmly in the job market and is being used in this process to give you a feel for its importance. It will also be helpful in the interview situation.

Employers have indicated that resumes are screened in two minutes or less. Consequently, **resumes should be brief and to the point, easy-to-read, grammatically correct, neat and orderly.** As a *general rule*, quality applicants will submit resumes that are one page in length, and never more than two, however, for this packet we will accept a three page resume. Organize your resume in an outline form, to make it easier to read. Avoid overstatements of abilities or accomplishments as they will make it difficult to validate in the interview. An excellent resume maximizes your strengths and addresses the needs of the employer.

The purpose of a resume is to generate an interview by:
- Providing enough information to capture and maintain interest.
- Avoiding highly detailed descriptions (work, activities, etc.)
- Addressing the hiring supervisor's or manager's perspective and his or her employment needs.
- Stating what you have done, how well you did it, and your potential to contribute to the position for which you are applying.
- Showing how your past experiences and performances qualify you for the position. Be future oriented.

Parts of a Resume
1. Name, address, phone number and email address.
2. Career objective
3. Accomplishments or skills
4. Education
5. Work experience
6. Activities and interests
7. References

- Not all parts are required in every resume. Use only those that are relevant to the job for which you are applying.
- Make use of space, capital letters, bolding, asterisks, underlining, etc., to direct the reader's eye to relevant information.
- Know your competition. Design a great resume. An average, run-of-the-mill resume implies you are an average, run-of-the-mill person. Rarely does a supervisor or manager want to hire an average, run-of-the-mill person.

To adjust a resume to become a 4-H resume include involvement, accomplishments and skills you have gained in 4-H and outside of 4-H. With this resume, you are to include a recommendation rather than a reference, but they are similar to each other.