

## Job Search Details

Spell out all words on your resume: use January, not Jan or Jan., and Avenue, not Ave. The only exception would be the state where you live: CA or California, not Ca. or Calif.

Keep in mind that the number one turnoff is sounding or being desperate for a job. Always exhibit the right attitude.

Many employers call candidates on the telephone to have a brief conversation. Be certain that your voice mail system has a professional outgoing message. Don't have your child leave the outgoing voice mail message or have controversial music playing in the background. When you are in the situation of leaving your name and phone number, please do so carefully, slowly pronouncing each syllable of your name. Be pithy in your communication. Include your telephone number even if you think the person has your number. Say your telephone number slowly and carefully. Speak with confidence and a smile.

Don't use a friend's e-mail address. Use your local library's computer if you don't have a computer at home. If you struggle with your writing skills, don't hesitate to get help. There are many websites with great advice, key words, and examples to draw from. And when all else fails, use the services of a professional resume writer.

Don't use the personal pronouns I, me, or my.

Don't include your age, social security number, or a photo.

If e-mailing your document, be careful about page breaks and make sure you don't have an extra page at the end that will show blank if the reader decides to print your resume. Avoid splitting a company or a position onto two pages.

No matter how perfect your format and page breaks may be, there's a good chance that formatting may be lost when someone else opens the file. Microsoft Word automatically adjusts margins and page breaks for whatever printer is being used, which could wreak havoc on the beautiful resume on which you worked so hard. A good way to circumvent this problem is to export your file to a PDF document. PDF files are not altered in any way, no matter who opens them. PDF software is readily available from numerous sources. Adobe's website (<http://createpdf.adobe.com>) allows you to create five documents for no charge. However, if the employer specifically states they want a Word document, then by all means send your Word file.

Use a header to show your name and the page number on each page, with the exception of the first page, of course. Interested employers will print copies of many resumes for review, so having your name on each page will prevent separated pages from being lost and unidentifiable in the shuffle of paperwork.

Save your document with your name, such as "Hutchinson-Lori resume" not just "resume second version."

Include complete dates with every position. Listing "2004-2005" does not offer much to the reader. Stating "March 2004 to December 2005" is preferable. This detail tells the reader a much different story than simply the years 2004-2005, which could actually be December 31, 2004, to January 2, 2005.

Use active verbs (administer, create, manage, oversee, etc.) and use present verb tense for your current position and past verb tense for former positions. Make sure to use verbs in your bulleted points of responsibilities. Example of a bullet point used in a current position:

- Report on the spa's monthly profit and loss statement to the general manager. Create the annual departmental budget.

Example of a bullet point used in a former position:

- Trained between five and 10 new staff members per month on treatment policies, procedures and protocols in two, four-hour sessions for three days.