



Like great sex and great food – it must leave the reader wanting more!



Resume styles

- Chronological v. Functional
- CV v. Resume
- Bullet v. Narrative



How to get started - gathering the basics

- Contact info
- Education
- Professional affiliations
- Publications & speaking engagements
- Employment details - company, location, title, dates
- Technology & skills
- Hobbies
- References




Collecting the hard stuff



For each job, make 2 lists

1. Chores, tasks, job responsibilities
2. List of accomplishments – **this is the crucial step!**

Your bullet points will come from list #2




Action Verbs



Structure of bullet points


Action, purpose, result

“Responsible for Lexis/Nexis”
Vs.
“Renegotiated Lexis/Nexis contract for desktop access for 500 attorneys resulting in \$1 million savings over the life of the contract.”




Structure of bullet points - part 2

"Member of renovation committee."
Vs.
"Chaired the Library Renovation committee, interviewed architects, evaluated plans and costs, made final recommendations to firm management. "




Points to remember

- Make your bullet points count
- Write up everything – all points for all jobs
- List cost savings if appropriate
- Use buzzwords relevant to job
- Watch your adjectives
- Watch jargon and acronyms



Writing the Grabber!

- Self-assessment statement
- Bullet points
- Job description



Grabber example 1

SUMMARY OF QUALIFICATIONS

Experienced information professional with expertise in digital information management, including controlled vocabularies, search technologies, navigation systems, and categorization. Understanding of the basics of relational database management systems. In-depth knowledge of Autonomy/Verity K2 and Endeca Information Access Platform. Meticulous and detail-oriented, with strong communication skills and a high level of comfort working with both technical and non-technical people.



Grabber example 2

- Professional researcher with more than 20 years experience conducting, or consulting on, research issues pertaining to litigation or a law firm client's legal or business needs.
- Founder and manager of a public service educational Web site.
- Skilled writer of numerous articles on online and Web-based research strategies, a newsletter on current Internet-related research issues, and a book on intellectual property research.
- Experienced speaker and teacher of research skills and public records research.
- Organized, creative and self-motivated individual with leadership capabilities



Grabber Example 3


Library/Knowledge Management/Research Librarian with 20 years of diverse corporate and association experience in information services and research products. Proven expertise in business knowledge, healthcare, pharmaceuticals, biotechnology, patent research, business development and research oversight. MLS/MBA.

- Library creation
- Cross-functional research leadership
- Vendor negotiation
- Collection development
- Database & internet searching
- Market analysis
- Written and verbal communication
- Problem resolution




Grabber #4

Highly effective, self confident, results driven business development professional, recruiter, and manager in highly service oriented environment. Strong sales, entrepreneurial, planning, organizational, interpersonal and verbal communication skills. Skilled at team building and project management. Creative and flexible personality with unique sense of humor enhances an open, encouraging, fair and cooperative management style.



Getting it down on paper

- Name and contact info (personal not work)
- Grabber
- Jobs in reverse chronological order with 5-8 points (max) for each job
- Technology & skills
- Education
- Professional associations
- Publications – as a separate document if necessary
- References – as a separate document



Format example

METROPOLITAN NEW YORK LIBRARY COUNCIL, New York, NY 1998-1999
Hospital Library Services Program Manager


Developed, planned and implemented all programs and services to support 75 member not-for-profit hospital libraries. Managed New York State grant budget of over \$800,000, including yearly applications and budgetary reports, periodic presentations to Board of Directors and all correspondence.

- Evaluated and managed yearly distribution spend of technology and collection development grants
- Organized all aspects of annual conference with national speakers and CE classes for members
- Established new processing method for distribution of New York State InterLibrary Loan Medical Subsidy for 125 libraries; served on a statewide New York State Taskforce addressing this issue.

MORRIS COUNTY LIBRARY, Whippany, NJ 1991-1997
Supervising Librarian, Circulation Services


Managed 13 staff members (in a union civil service environment) and administered and budgeted for all activities in busy customer service department. Participated in library wide management activities.

- Reorganized demoralized department, resulting in increased productivity, decreased staff turnover and improvement of overall morale.
- Convinced public officials of the need to improve working environment, which resulted in the redesign and upgrade of aging public service area and facilities. Managed project from conception to completion.
- Initiated, prevented to and persuaded governing officials to use collection service to cleanup past-due accounts, at minimal cost to library, which resulted in a 35% reduction of the outstanding debts.




Getting it down on paper – part 2

- 2 pages maximum
- Label 2nd page with name only
- Reference and publication pages with full info
- Readable fonts
- No schmaltzy decorations, borders or graphics
- Appropriate use of white space




What not to include

- Lies, exaggerations and misrepresentations
- Local company addresses
- Salaries
- Supervisors and contact info
- GPAs and graduation dates
- "References available upon request"
- Anything in 1st person
- Personal activities/hobbies (with a caveat)



Proofing your resume

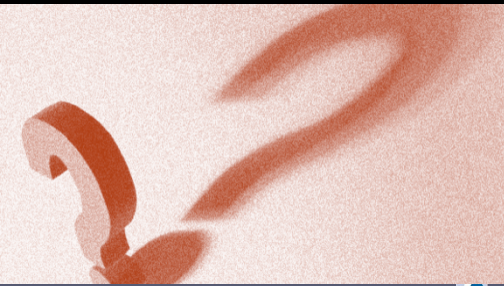
- After you have done it 100 times, have a friend do it
- Read it from bottom to top
- Watch tenses
- Double-check dates and numbers
- Font/formatting consistency
- Grammar and punctuation
- Spell-check



Cover letters

- Three paragraphs
 1. Introduction, where you found the job, etc.
 2. Why you are so wonderful and appropriate for the job
 3. How to get in contact
- Different cover letter for each application
- Pay attention to the details





Contact info

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