



How to Guide for Building a Professional Resume that Works for You!

First and foremost, your resume is your first professional impression to prospective employers. This makes it one of the most important aspects of your application packet as it provides employers with your experience and credentials, showing them that you are the right fit for the job.

This guide will provide you with some simple steps to help you create a resume that will land you the interview you want!

Step One: Know the career you desire! Research the company where you are applying and search the company's human resources page on their website to see if they offer any hints and tips for prospective employees.

Step Two: Know your strengths! Make a list of your credentials (ex. degrees, certificates, employment experience, skills, accomplishments, affiliations, etc.) that match the position that you are seeking.

Step Two-Optional: Write a clear and concise objective to include on your resume that will catch the employers attention and highlight the strengths you will bring to the company.

Step Three: Identify the type of resume you will use to apply for the position (ex. chronological, functional, graduate, etc.).

Step Four: Open Microsoft Word and choose a template that fits the type of resume you desire.

Step Four-Optional: Watch the following video for a visual guide for building your resume
http://www.youtube.com/watch?v=VYR88jlb3fg&feature=em-share_video_user

Step Five: Enter your personal information, including your degrees, experience, etc. into the designated areas of the resume.

Step Six: Contact a Career Coach at BMCC and ask if they can review your resume.

Step Seven: Make any changes to your resume based on feedback and edits from a Career Coach.

Step Eight: Print your resume and take a quick glance at it to see if it is eye catching and formatted in a way that is easy to read and understand.

Step Nine: Save your resume in a place where you will not lose it and can access it easily!

Step Ten: Submit your resume to the employer.