

Preparing a Resume

Differences between resumes and CVs:

- Resumes:
 - are used in business situations for obtaining job interviews and
 - list education and experience needed to persuade an employer to call for an interview.
- CVs:
 - are used in academic situations for academic application, promotions, tenure and publicity; and
 - are more detailed listings of academic professional, consulting and publication experience.

It doesn't matter what it is called, as long as it contains the pertinent information. Most often students will use a resume.

Reasons you need a resume:

- Applying for scholarships
- Employment interviews
- Applying for a business loan
- Trimester 6 project
- Capstone

Purposes of resumes:

- Sales tool to get the reader to grant you an interview (scholarship, business loan, etc.)
- First impression to the reader, so you want it to be as perfect and complete and professional as possible

One-page resume:

- Your resume should be as long as it needs to be.
- The most important information (education and professional skills/training) should be on the first page.
- Quantity is not as important as quality.

Name and contact information:

- Include first, middle initial and last name
- Include mailing address
- Include telephone number
- Include email address

Objective statement:

- Written to the reader. What can you do for them?

Include chiropractic and educational experience:

- All educational information, sometimes high school.
- Any special training and chiropractic techniques in which you have been trained in.
- Any seminars you have attended
- Certifications
- Research projects/outcomes
- Employment (10 years is usually sufficient)

The more information you provide to the reader, the better able they will be to assess your work ethic and background.

Other information and tips:

- Do not include a photo
- Do not include personal information (hobbies, marital status, children, religious affiliations)
- Do not list your references on the resume but have them ready on a separate sheet
- Include community service
- Include professional organizations
- Include honors and distinctions

Cover letter:

- Always include a cover letter
- Explains why you are sending the resume and is part of the selling device
 - Describe why you are writing (to apply for employment, scholarship, etc.)
 - Point out how your experience and education fit the position.
 - Discuss your characteristics, skills, background, etc.
 - Can include your availability and willingness to relocate
 - Close with an action statement and indicate the best way to contact you. Even if you have your contact information at the top of the letter, include it again in the cover letter.
 - “I will follow up with you in a few days/weeks to discuss the possibility of an interview. In the meantime, please feel free to contact me at _____.” (If you say you will follow up, make sure you do.)
 - “Although my resume provides a good summary of my experience, I would appreciate the opportunity to discuss my qualifications and this position in more detail. I look forward to hearing from you. Please feel free to contact me at _____.”
 - “I look forward to your favorable reply. Please contact me at _____.”

Follow-up:

- Follow up in five to seven business days. Follow-up can be by phone or email.
 - Phone: “Hi, my name is _____, and I submitted my resume for your _____ position. I am extremely interested in this opportunity, and I just wanted to make sure my resume was received. I would be more than happy to answer any questions you may have about my qualifications and how I can benefit your business.
 - Email: I recently applied for your _____ position, and I just wanted to follow up to make sure my resume was received. My strong background in _____, _____, and _____ appears to be an excellent match to the qualifications you are seeking, and I am very interested in your opportunity. I realize you may not yet be at the interview stage, but I am more than happy to answer any preliminary questions you may have. I can be reached at _____. Thank you for your time and kind consideration.
- If several weeks pass after your initial follow up without word from the employer, initiate another call or email. Your purpose for another follow up could be to find out if a timeline has been established for interviews or if the position has been filled.
- Don't be a pest. After three or four follow ups if the employer has not contacted you or given you any indication that the position is still available, chances are that they are not going to contact you.
- Always be polite, professional and respectful. Do not let them hear your frustration.

Before you send out your resume and cover letter, proofread them carefully. Ask someone else to look at it. No typos, no misspellings, nothing out of alignment or in funny fonts.