



Resume, What's Its Purpose

Eugene Hodge

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Résumé, What's Its Purpose?

For people who must write, read, and help others to develop résumés.

Introduction

Résumés are often misunderstood. Some people say they should be one, two, three or more pages. Others say they should be job specific. Still other people say they should or shouldn't include an objective, activities, hobbies, enjoyments, etc.

Many people who want to create or write a résumé often guess what should be on a résumé without questioning why.

Then, there are the readers of résumés: people whose job it is to find people to fill positions in companies and organizations (interviewers, human resource representatives); people who are looking to create jobs around your unique skills, abilities, and experience (job developers); and people who want to know more about you so they can help you.

Then, there are people who teach or assist others to develop résumés. Many say things such as, only focus on accomplishments over the past ten years, do not include dates because they reveal your age, and the employer only wants to see, etc., without understanding how they themselves and the employer representative (interviewers, human resource representatives) developed their own skills, abilities, and experiences.

In reality, a résumé is only a piece of paper, but what's on that paper can alter your life and open the door to new employment opportunities.

Our résumé workshops have helped thousands of individuals to find enjoyable employment while satisfying employer productivity needs.

Our intent is to:


- Help individuals who must or want to write a résumé, to find enjoyable employment by having a purposeful résumé.
- Assist those who read résumés to recognize how to match an individual's skills, abilities, interests, and experiences to compatible jobs.
- Assist people who help or train others to learn how to develop résumés with a purpose.

This booklet will clarify:

- What a résumé is.
- The purpose of a résumé.
- How to use a résumé.
- The type of résumé to use.
- What content to include in a résumé.

You will learn:

- The purpose and rationale for why specific information should be included in a résumé.
- How the reader of a résumé matches one's experience, skills, and abilities with job titles, job descriptions, and compatible jobs.
- How to describe yourself on paper so the reader will be able to assess your level of experience, skills, abilities, and potential employment opportunities.

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