



# WRITING A RÉSUMÉ OR CV

GETTING NOTICED BY POTENTIAL EMPLOYERS

## RECOMMENDATIONS

Employers will probably spend less than 30 seconds looking at your résumé or curriculum vitae (CV). They will interview only the strongest candidates. Follow the recommendations below to make yourself stand out:

- Focus on the needs of the potential employer. An employer should think, “Wow, this person has exactly what I need.” If possible, tailor your résumé or CV to employers’ specific job openings. Use key words found in the job description or advertisement.
- Use an easy-to-read format. This makes it more likely that the employer will read it.

### Master Accounting Group—Plain City, CA

A California-based accounting group and tax consultancy, serving small to medium-sized businesses and private, high net-worth individuals.

Managed nine individuals at Master Accounting Group. Responsible for the corporate finance, budgets, accounting, payroll, accrual, cash flow, and reporting systems for numerous client companies. Achieved the following for client companies:

- Negotiated \$125,000 settlement with the IRS, saving thousands of dollars in tax penalties.
- Saved \$375,000 for a fast-growing client by setting up proper budgeting, backlog management, and cash-flow and reporting systems.
- Improved cash flow by \$486,000 by designing and implementing an inventory-purchasing department using a material requirement planning (MRP) system.
- Advised on organizational issues to minimize federal and state tax liabilities and improve profit margins and overall sales growth.

- Put your strongest selling points at the beginning of sections or sentences.
- Ask others to proofread your résumé or CV to eliminate errors or inconsistencies. Employers notice sloppy mistakes.

- Clearly indicate contact information.
- Focus on measurable accomplishments from your prior experience that are relevant to the employer. Be succinct, but include substance and depth. Do not share everything about yourself.
- Be bold and honest. Use Power Statements (described at [www.ldsjobs.org](http://www.ldsjobs.org) and in the Career Workshop) to highlight your skills and experience.

## TYPES OF RÉSUMÉS AND CV

### Targeted

A targeted résumé or CV focuses on a particular objective within a specific industry or company. It highlights skills, qualifications, and experience matching a position’s requirements.

This format is most effective when you know the specifics about the position or company.

### Chronological

A chronological résumé or CV shows the progression of your career, from entry-level to senior-level jobs. Hiring managers prefer employment information with the most recent job listed first. Many employers want to know details about where you have worked in the past, including dates.

This format is most appropriate if:

- You have a solid career history within the same area with no major gaps.

*“Neglect not the gift that is in thee.”*

1 TIMOTHY 4:14



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- Each career change has brought you increased responsibilities.
- You have had high-profile job roles.
- Your recent jobs are the most important in your career history.

### Functional (Skills)

A functional résumé or CV emphasizes your accomplishments, skills, and qualifications rather than when and where you used them. It focuses on the skills relevant to the current job search and groups them by function.

This format is best for graduating students with little “real-world” experience, those who have been out of the workforce for long periods, and job seekers who are changing from one career or industry to another.

### Combination

A combination résumé or CV combines the functional and chronological formats. It lists your achievements and skills and then your job history.

A combination format is the best choice if:

- You have performed a diverse or unique range of job functions and you need to showcase your abilities.
- You have a definite career path.
- You have targeted a job that is related to your job history and experience.

You will want to use a different format if your work experience is limited, if you have several or unexplained employment gaps, or if you have changed jobs frequently.

### Inventory

An inventory résumé or CV presents a general overview of your skills, achievements, and qualifications. If it states an objective or career path, it uses general terms (such as “a secretary working with a local company,” “a computer programmer,” or “a salesperson”), though it should still be consistent with your career goals.

This format is most effective if you:

- Plan to send your résumé or CV to various recruiters.
- Do not have a specific job objective.
- Need to submit your résumé or CV for many positions in order to save time.
- Need to compose different résumés or CV that correspond to a different career objective.

If you are interested in several careers, write several inventory résumés or CV, each for a particular career goal.

**Note:** Use caution when using the inventory format. This is not the most effective method, but may be appropriate for some. Consult with your ward or stake employment specialist or the employment resource center to determine if it is right for you.



## LDS EMPLOYMENT RESOURCE SERVICES

The Career Workshop, LDS Employment Resource Services, and your stake employment specialist can help you identify and articulate your skills and accomplishments that will work with your résumé or CV.

*“The knowledge and confidence I gained in the two-day Career Workshop was incredible. I went home with hope, changed my résumé, and wrote a cover letter with a Power Statement about myself, and in two weeks secured a wonderful position.”*

Toronto, Canada

*“Through the Career Workshop, I learned to prepare a curriculum vitae and application letters in a manner to convince an employer of my full potential.”*

Accra, Ghana