

Careerboat Corner

By Neal Harrell, Brooks Marine Group

Resumes 101

Whether you're a candidate seeking a new position, or a company looking to hire the right person, a keen understanding of resume formatting is critical to the process. Here are some tips to keep in mind:

Write your resume using a Microsoft Word or PDF document. (Other versions are often difficult to re-format down the road and might not be able to open by those you e-mail it to)

If you have less than 4 years experience, try to limit your resume to 1 page. (4+ years can be 2 pages; try not to go more than 2 pages)

An e-mail address should always be listed at the top of the page, within the resume contact details, below the phone number. Better to list a personal e-mail address as opposed to a work one.

These days, cell phone numbers are generally considered to be the best phone number to provide.

Education should be listed above Work Experience.

The most current position should be listed first, not the other way around.

Under each position held, give a one to two sentence explanation of the product or service of the company. (Example: MacDougalls' is Cape Cod's largest full service yacht repair and marina, offering high quality refit engineering and project management.)

Use industry-specific keywords and buzzwords whenever possible. Most company/recruiter databases where your resume will be stored are searchable and therefore keywords are important.

Each position should include one or two bullets about duties and responsibilities and two to three bullets about accomplishments.

Accomplishments are best highlighted by including 'dollars' (sales contributions, cost savings for the company, contribution to profitability, etc.)

ALWAYS BE HONEST! Never undervalue your role but never lie.

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