



Career Newsletter Fall 2008



Is it possible to create a lasting impression in just 10 seconds?

Research indicates that employers spend approximately 10 seconds reviewing a submitted resume. This newsletter includes 11 tips to make the best of your opportunity.

Resume Tips

- Use a 12 point, standard font. Do not use an “artsy” font like one resembling script or typewriter keys.
- Print your resume on white or ecru-white paper—never use colored paper.
- Clearly list your name, address and contact information.
- Keep the most important information near the top of the resume.
- Present your information in a way that makes your experience match the job requirements.
- Keep your resume brief and easy to read. Summarize the information using a few key descriptors instead of writing paragraphs about your abilities.
- Use bullet points or indented lines for easier reading.
- Use carefully chosen, active verbs to describe work abilities. Some examples are orchestrated, streamlined, eliminated, negotiated, or brokered. Highlight previous job accomplishments instead of former responsibilities.
- When you describe your abilities, keep in mind that the reader is wondering how you will benefit their company.
- List all professional memberships and areas of technical expertise.
- Be authentic. And never mislead the reader by lying or misrepresenting yourself.

Show me the MONEY!

According to the Bureau of Labor and Statistics in May 2007 these were the average annual salaries in the most predominant employment fields:

Management	\$96,150
Business and Financial Operations	\$62,410
Computer and Mathematical	\$72,190
Architecture and Engineering	\$62,880
Life, Physical and Social Science	\$62,020
Community and Social Service	\$40,540
Legal	\$88,540
Education, Training and Library	\$46,610
Arts, Design, Entertainment, Sports and Media	\$48,410
Healthcare Practitioners and Technical	\$65,020
Healthcare Support	\$25,600
Protective Service	\$38,750
Food Preparation and Serving	\$19,440
Building and Grounds, Cleaning and Maintenance	\$23,560
Personal Care and Service	\$23,980
Sales and Related	\$35,240
Office and Administrative Support	\$31,200
Farming, Fishing and Forestry	\$22,640
Construction and Extraction	\$40,620
Installation, Maintenance and Repair	\$39,930
Production	\$31,310
Transportation & Material Moving	\$30,680

Kathryn March is an international speaker as well as an educational and career consultant. To start your one-on-one career counseling, please contact ktm@kathrynmarch.com.

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