

Writing a good resume' never seems to take up a time priority for most, until one wants to consider looking for another job, or suddenly has to look for a new job because of unforeseen circumstances. So, we need to build a resume', now what? What should a resume' look like? And, what do we really need this document for anyway? There are several key points that we'll cover here about a good resume'. It all has to do with conveying an accurate representation of your career

First, let's look at the desired format. Most people prefer the outline format. A good example is a typical newspaper article. To gain the interest of a reader, the journalist will always use attention grabbing headlines and list the most important details early in the article. The body of the article then digs deeper into the supporting facts. Your resume should be no different. Always list the key points on your resume' first. After all, when is the last time you read a newspaper article from top to bottom?

When building your outline here are key facts to consider

- It must be factual and yet not too lengthy, we believe not to exceed 2 pages
- As with the newspaper article, list your key information (which in your résumé's case is your top accomplishments) at the top
- List your jobs in chronological order starting with your current or most recent at the top, and go backwards/down from there. Be sure to include your dates of employment.
- Support each job with at least 3-5 bullet points to describe your accomplishments in that role. Don't be afraid to be exact and brag about what you've done!
 - For example, a poor use of a bullet point is "sold inputs to area farmers" or "increased sales of seed" These are general comments and are left to the judgment of the resume reader. They will wonder, "how many farmers, or how much did you increase?" They will most likely assume that your sales numbers or performance is too low to mention!!
 - A good example is "increased market share by adding 35 new customers in 2 years" or increased seed sales 1500 bags in 2006 and 2200 bags in 2007". Don't allow the reader to assume. Get them excited by bagging about yourself and including that information!!!

- Be sure to Include your education and any personal or industry accreditations at the bottom. As with the jobs, include any dates associated with degrees, awards, or certifications.

Your resume is a tool to help you get recognized by prospective employers. Your goal is to provide them with the right type and amount of information that will get them interested in you, and compel them to want to ask questions on how you accomplished what you did. Over the years there are a few key things that we have learned beyond the simple format of your document, which can help your resume gain the level of interest you are looking for. These are:

- **Use Numbers.** Numbers on a document attract attention. Don't believe me? Try it. Look at an article, and you will notice that your eyes will automatically drift to numbers. Numbers tend stand out from regular text, so use that to your advantage by including numbers (sales, number of employees, profitability, number of plots, number of publications, etc) when describing your accomplishments. An example: Increased sales by 55% over a 3 year period from \$3.5 million to \$5.4 million, while maintaining a solid 20+% margin
- **Contact Information.** When a prospective employer scans the resume and likes what they see, they will want to talk to you as soon as possible. The contact information you list on your resume **MUST** be the best way to contact you. Don't include an email account you rarely look at, and don't give your spouse's cell phone if you don't carry one yourself. If you can't talk during the day, use your home phone number. If you can be contacted during the day, be sure to include those numbers.
- **Always spell check and read over your resume several times.** It is even better if you can have someone else read over it just to make sure you didn't miss something. Misspelled words on a resume make it look like you don't care, or don't pay any attention to details – neither of which look good to a prospective employer.

Creating a good resume' can be a little overwhelming. Your Ag 1 Source consultants help you use some of these ideas to build a resume that gets you noticed.

For more tips and a free resume' template, visit our website at:

<http://www.ag1source.com/resumetips.htm>. While you are on our website, be sure to read other newsletters for additional tips, and scan some of our available job openings for opportunities that may be of interest to you. Feel free to contact us with any questions or even forward our newsletter to a friend that may benefit from the information.

We wish you continued success in your career.

