

TILSNER'S TIPS!

When looking for a new job take the advice of Donna Tilsner. Donna has been a Recreation Supervisor for over 25 years. Not only does she know what to do on the job, she knows what to do to get the job!!! Listening to Tilsner's Tips puts you one step ahead of the rest!

- Find out what skills, knowledge, and experience are needed to get that target job.
- Make a list of your 2, 3, or 4 strongest skills or abilities or knowledge that makes you a good candidate for the target job.
- For each key skill, think of several accomplishments from your past work history that illustrate that skill.
- Describe each accomplishment in a simple, powerful, action statement that emphasizes the results that benefited your employer.
- Make a list of the primary jobs you've held, in chronological order. Include any unpaid work that fills a gap or that shows you have the skills for the job.
- Make a list of your training and education that's related to the new job you want.
- Choose a resume format that fits your situation--either chronological or functional. [[Functional](#) works best if you're changing fields; [chronological](#) works well if you're moving up in the same field.]
- Summarize your key points at the top of your resume.
- Have a conventional e-mail address. Your name is fine; kookybear@hotmail.com or partyanimal@msn.com are not.
- Tailor your résumé to each job you apply for. Make sure it shows you have the skills the employer is seeking for that particular position.
- Use lots of white space and bullet points to help information stand out.
- Include interests that are relevant to the job. If you are applying for a job in agriculture, for example, show that you have rural roots.
- If you are submitting an electronic résumé use a standard format such as Word to ensure it can be opened.
- Don't disclose irrelevant personal information. ("I don't want to know you are 5'6," and weigh 195 pounds" one employer said.)
- State your accomplishments rather than just your responsibilities. "For example, simply stating: 'Managed a budget of \$200,000 annually for training and development' is not nearly as powerful as 'Reduced training and development costs by 20 percent while maintaining the quality and quantity of training provided to employees'," Chapman says.
- "Remember, most employers are only skimming your résumé at first to make a preliminary decision. Make sure they can find your information easily."

Instead of... "Experience working in fast-paced environment"

Try... "Registered 120+ third-shift emergency patients per night"

Instead of... "Excellent written communication skills"

Try... "Wrote jargon-free User Guide for 11,000 users"

Instead of... "Team player with cross-functional awareness"

Try... "Collaborated with clients, A/R and Sales to increase speed of receivables and prevent interruption of service to clients."

Instead of... "Demonstrated success in analyzing client needs"

Try... "Created and implemented comprehensive needs assessment mechanism to help forecast demand for services and staffing."

The worst offenders

It's good to be hard-working and ambitious, right? The hiring manager won't be convinced if you can't provide solid examples to back up your claims. Be extra-careful before putting these nice-sounding but empty words in your résumé.

Smooth over the bumps.

For printed résumés, generally, plain paper is best.

Stick to the basics.

Simple typefaces work best.

Color your world -- but not your résumé.

Standard black type is best.

Size does matter.

Generally, headings should be no larger than 12 or 14 points and bolded. Body copy can range from nine to 12 points, depending on how much room you have