

## 5 Tips to Readyng Your Résumé

Your résumé is your calling card. It should provide enough information about you to persuade the prospective employer to invite you for an interview. That's it – the total purpose of your résumé is to get your foot in the door for an interview, where you can sell yourself to the interviewer. To make your résumé a most effective tool for your job search, consider these Top 5 Tips:

1. Customize your résumé for the position to which you are applying. The easiest way to do this is in the "Objective", which should be at the top of your first page. For example, let's say your objective is *"to be employed by a sports facility that is committed to providing the highest quality fields for its athletes."* You find out through the STMA Career Center that a position becomes available at a soccer complex. Then you would change your objective to *"... be employed at a **soccer** complex that is committed ...."*
2. Use white space. It is o.k. to have your résumé go to two pages. Two pages is standard, especially if you have any experience. Do not use small type and all available space to present your résumé on one page. You want the prospective employer to read it, so make it easy-to-read. Be sure to also use an easy-to-read type style, too. There are hundreds of fun fonts available, but don't use them on your résumé. Again, you want the prospective employer to spend time reading about you, not trying to figure out the words.
3. When describing your previous job responsibilities, write in an active voice, showing how your work provided value, and use bullets. For example, don't say, "I was responsible for mowing the football field prior to weekend games." Instead, say, "Improved football field conditions by implementing a consistent mowing program."
4. Do include your community and professional organizational involvement, but do not include personal information, such as marital status, number of children, religious affiliation or other information that is not relevant to the job.
5. Think about what qualifies you for the job and include it in your résumé, typically under a heading called "Summary of Qualifications". This section can change to meet the requirements that the employer is seeking. It can also be more global and highlight the overall qualities that make you a top sports turf manager and a desirable employee. For example, you might list:
  - Certified Sports Field Manager, the credential that validates experience and knowledge, and the commitment to continuing education
  - Highly experienced in field renovation
  - Strong team management skills
  - Bilingual in English and Spanish

Don't confuse the "Qualifications" with your "Accomplishments", which should be another section that highlights the noteworthy activities that you successfully completed.