



Top 10 Tips to Preparing a Great 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.

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 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.
3. **Be sure to use an easy-to-read type style.** 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.
4. **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.”
5. **Do include your community and professional organization 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.
6. **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 (CSFM), the credential that validates experience, knowledge, and the commitment to continuing education; Highly experienced in field renovation; Strong team management skills; Bilingual in English and Spanish.
7. **Don't confuse the “Summary of Qualifications” with your “Accomplishments”**, which should be in another section that highlights the noteworthy activities that you successfully completed at each job.
8. **Proofread.** Have a second set of eyes review your résumé. Seventy-six percent of human resource managers at the nation's largest companies say that typo-marred résumé go into the wastebasket unread.
9. **Be consistent in your style.** If you use bold type for your current employer's name, use bold type for all of your previous employers' names. Use the same type size and style for all section headings.
10. **Do not include a photograph.** You do not want to give the potential employer any reason to disqualify you, based on his or her pre-disposition or personal bias.

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Top 10 Interviewing Tips to Get you Hired!

A good résumé may get your foot in the door, but a good interview may get you the job. This meeting is important so it's crucial to be well-prepared.

1. **Research the operation you plan to visit.** Find out about its history and philosophy, as well as names and titles of the decision-makers who you may meet. If possible, speak with the outgoing sports turf manager to find out information first-hand. Make a list of questions to ask. Interviews serve a dual purpose: while the employer learns about you, you gather information to help you decide if this is the right job for you.
2. **Get used to talking about what your current job entails.** Practice enough so that the information you give the interviewer seems logical and interesting.
3. **Prepare for hard questions,** including why you left/lost your last job. Script a confident and truthful answer that shows you in the best possible light. It helps if you and your former employer agreed on an "exit statement" a brief and positive description of the reason (s) for leaving your previous jobs. Some possible wording: a change in senior management, an improper match between you and the position you were hired for; blocked professional growth; a desire for a career change; or a wish to relocate.
4. **Dress professionally.** Don't under-dress. Interviewers assume that you'll never look more professional than you do for an interview, so if you under-dress you may possibly leave a negative impression.
5. **Make the most of the first 30 seconds.** According to "101 Great Answers to the Toughest Job Search Problems" interviewers make an immediate overall judgment about you within the first five seconds, and spend the next 25 seconds checking the chemistry and verifying the initial impression.
6. **Remember that body language counts.** Pay attention to your physical posture. Lean forward in your chair, face the speaker, make eye contact and nod or say "mm-hmm" or "yes" at appropriate times. Watch the interview's facial expression and gestures for cues of how he or she is reacting to you.
7. **Listen carefully to what the interviewer says.** Listening is as important as talking during the interview. Actively listen, respond with interest and ask questions.
8. **Phrase your answers positively,** rather than negatively. Never speak negatively about former employers or your reasons for leaving your current or past jobs. Make your answers short, sincere and specific.
9. **Bring up your strong points,** even if the interviewer doesn't ask you about them. Just say, "Before we finish, I think it's important that you know ..."
10. **Ask for the job!** Most candidates overlook this seemingly obvious gesture. Try something like, "You have a great operation here, Mr. Jones. I'd like very much to work for you and if you choose to hire me, I won't let you down."

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