

TTS Personnel, Inc. Resume Guide

Your résumé should be a concise summary of your skills and qualifications that we can send to our clients. In order for TTS to best represent you, it is important that your résumé presents pertinent information about you *which is relevant to the position* in order to pique the reader's interest in the 30-60 seconds they will generally spend reading it. Its GOAL is to convince our client that you are worth interviewing. While your portfolio will certainly help you, if your résumé does not support it, you will be at a distinct disadvantage. The appearance is up to you, but the résumé must be comprehensive, concise, and easy to read. Content and clarity are of equal importance.

The best résumés have the following characteristics:

- Grammatically perfect, with no typographical errors.
- Focused to a particular position, field, or job type.
- Use of phrases and not complete sentences (brief and specific).
- Quantified statements when possible (i.e., Managed budget of \$3,000; Supervised four employees).
- Everything on it can be addressed in detail and proven.

The best résumés avoid the following characteristics:

- Long and verbose.
- A full description of your life with every job, experience, and hobby listed.
- A non-relevant personal profile.
- A non-specific objective statement.
- A generic application for every position to which you are applying.
- Personal pronouns such as: "I," "me," "my," and "our."
- Use of abbreviations (exceptions: type of degree, state names).
- Referring to oneself in the third person.
- Salary requirements and a list of references.

Résumé Formats

Chronological: More appropriately called "reverse chronological," listing educational and employment experiences beginning with the most recent ending date. This format is the most common and considered the easiest to write.

Combination: The only difference from the chronological is the addition of a concise qualifications section listing 3-6 specialized skills which are directly relevant to the position, field, or job type. This format is particularly effective for those who have demonstrated similar skills in dissimilar job or internship experiences (e.g., transferable skills). **In most cases, a combination résumé is most effective for TTS candidates since computer skills should be clearly stated in their own section. **

Content of Chronological and Combination Résumés

Heading: Use your full name at the top of the page. You may include your personal contact information, but before we send your résumé to any of our clients, we will remove this and replace your contact information with “TTS Personnel, Inc.” and our phone number. This makes it clearer to our clients that we are representing you.

Objective: In general, objective statements should be avoided. Since we are in most cases presenting your résumé to our clients for consideration for one position, the objective statement may detract from the body of your résumé. If you have any concerns, please speak with your TTS representative in order to make your career objectives clear. However, if you do include an objective statement, be concise, focused and very specific.

Effective Objectives:

An art director position with a large cosmetics firm.

A freelance position as a PowerPoint presentation specialist with a pharmaceutical ad agency.

Ineffective Objectives:

A chance to work in an exciting and challenging environment where I can nurture my creative skills.

A position doing packaging, visual merchandising or web design.

Qualifications: Instead of stating what you are seeking, you may include a list of qualifications to identify specific skills and/or experiences you have to offer. These qualifications should always be relevant to the position – or type of position – we are representing you for. For example, you may want to include experience you have in dealing with members of different departments or some specific achievements.

Computer Skills: This section is vital for most TTS candidates. Here you should list any software applications that you use; programming abilities and languages; web page development skills; and any other skills related to the job. You should also indicate in this section if you are cross-platform.

Experience: For our clients, this is the most important section of your résumé. In this section, you should include all of your staff and freelance work; as well as volunteer work if applicable. In describing your experience, it is important to emphasize your skills, achievements and responsibilities. When listing freelance experience, a list of clients is great, but it is helpful to include the functions you were performing for your various employers. Begin with your most recent experience, and list employer names, job titles, your responsibilities, and dates of employment in a consistent format. If you have experience in a variety of markets – financial, pharmaceutical, cosmetics – it may be advisable to separate your experience into categories.

Education: This section should include name of degree, major(s), minor(s), school, city, state, and date of completion. Even if college was many years ago, your educational background is important to our clients, and it will save everyone time if it is clearly indicated on your résumé.

Interests/Special Skills: This is generally a dangerous section and should likely be avoided unless you cannot restrain yourself. If you choose to list interests they should be specific and interesting, and should be at least tangentially related to the position or the client we are representing you for: i.e. not just reading and movies. Here you might include your interest in Chinese history if the position will require Asian travel; or your obsession with Prada if the position is in the high-end retail market. In this section you may mention travel, foreign languages, or hobbies which might help distinguish you from other candidates. Select a heading which accurately reflects the content of the section. Remember to maintain consistency in the format of each section.