

# Explain how you brought value to your last position

By Anne Messenger  
Contributing writer

A good resume is no guarantee for landing a job. It can, however, land you on the top of the pile for a hiring manager's consideration.

There are plenty of examples of excellent resumes, easily accessible online or in job search books at your public library.

Here are tips to make your resume professional:

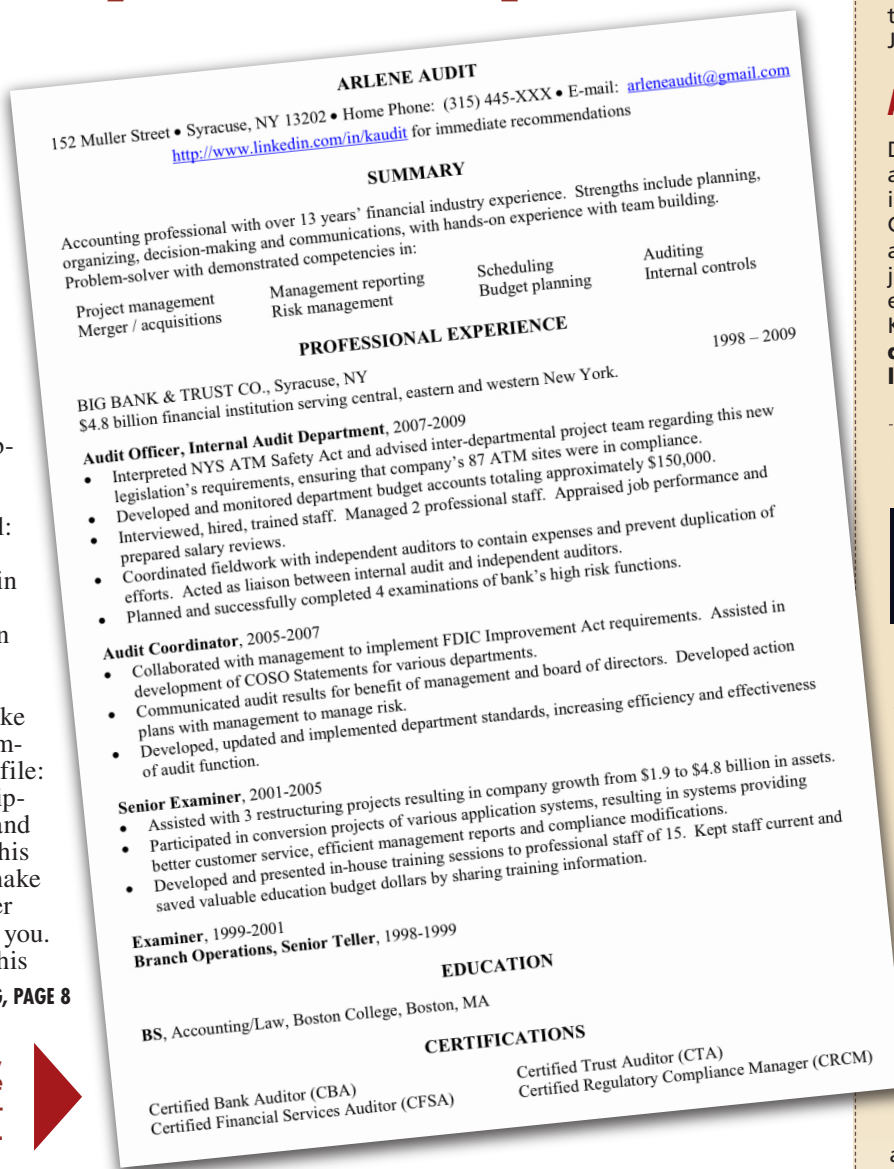
## Tend to the top

Your name should be in bold, above your contact information, including an e-mail address. That's a snap.

Next, and what will take much more time, is a summary or professional profile: a two- to four-line description of your experience and expertise. If done well, this is the "hook" that will make the hiring decision-maker want to read more about you. I find it easiest to craft this

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Here is an example, provided by Anne Messenger, of a well-executed resume.



## About Anne Messenger

Anne Messenger, president of Messenger Associates Inc., is a career strategist and senior professional of human resources. For more, go to [www.amgr.com](http://www.amgr.com).

Messenger wrote about organizing a job search and explaining a job loss to family and friends in the Jan. 11 MoneyWise.



Anne Messenger

## About Dan Klamm

Dan Klamm is outreach and marketing coordinator in Syracuse University's Career Services. He wrote about using social media in job searches in the Jan. 18 edition of MoneyWise. Find Klamm at [twitter.com/danklamm](https://twitter.com/danklamm) and [www.linkedin.com/in/dklamm](http://www.linkedin.com/in/dklamm).



Dan Klamm

## This week on WCNY-TV:



P.E.A.C.E. Inc. helps families qualifying for the Earned Income Tax Credit through the "You've Earned It" program and offers financial education all year with its "Money Smart" training. Both programs are spotlighted in this week's broadcast of "Help Wanted" at 8:30 p.m. Wednesday.

## Next week in MoneyWise:

You've got a terrific resume that you've sent to prospective employers. What's next? Hopefully, an interview.

Many employers do a screening interview by phone. Allison P. Smith — a certified personnel consultant and president of ISSI Technology Professionals, in East Syracuse — offers 10 tips to help you make that first contact memorable. Michelle M. Tracy — manager of Temporary and Contract Staffing at C.R. Fletcher Associates, in Syracuse — will tell you eight things you can do to help make an in-person interview a success.



Allison P. Smith



Michelle M. Tracy

# For blue collar workers, resumes highlight experience, skills

By Dan Klamm  
Contributing writer

Developing an eye-catching resume is a challenge. It can be especially difficult if you've never written one before.

Many people, especially in blue-collar fields, find themselves in this situation. They have worked at the same company for many years. Now, they're being laid off and forced to create a resume from

scratch. It's unfamiliar work, and, in some cases, they are applying for jobs in unfamiliar fields. They're feeling uncertain.

If this is you, have no fear. With some self-assessment and strategic thought about the type of job you'd like, you can translate your valuable experience onto paper.

The first step is figuring out what you'd like to do.

This will affect decisions you make in crafting a resume. For instance, if you want a technology lab job, you might want to emphasize technical skills and familiarity with following processes. For a customer service position, it would be better to emphasize experiences in dealing with people.

If you are changing careers, the key is to understand your

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Comment on Dan Klamm's and Anne Messenger's advice and find links to helpful information at [www.syracuse.com/job-advice](http://www.syracuse.com/job-advice).