

CENTER ON FATHERING

Fathering is For Life

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Creating a Resume by Gary Grambort, Center on Fathering with portions from <http://susanireland.com/Resume/How-to-Write>



The job market is opening up and whether you are looking for work, changing jobs or testing the waters, you're more than likely going to need a resume.

First, some resume basics:

1. The purpose of a resume is to get you an interview, PERIOD. I've heard "I sent out umpteen resumes and not one interview. If that's the case then either your resume needs work, or you are not applying for a job you are qualified for.
2. Don't use a Google resume template based on what job you are seeking. A resume must be tailored to that specific job advertisement. Remember, every employer—even if they're trying to fill a similar position—has specific needs. You need to address them on your resume. If you don't, how will they know you can do the job??
3. Did you know that a large percentage of resumes are not reviewed by a person? The applicant tracking system is a software that scans resumes and applications for key words for that particular job and scores a resume based on the usage of those key words. Consider this another reason why an untailed resume won't work.
4. Don't leave periods of no employment. Fill in dead spots with an explanation such as: seeking employment, family emergency, caring for a child, etc.
5. "My background is stopping me from getting an interview". Wrong!! The employer can't check your background or finances without your permission. The problem is your resume needs work.

Step 1: Choosing a Resume format:

The right resume format can quickly capture an employer's interest. Depending on your job objective and work history, the best resume format might be a chronological, functional, or combination.

When your resume gets in front of a recruiter or hiring manager, it has only about eight seconds to do its first job: Show that you're a top job candidate. To do that in such a short time, you need the right resume format. The three basic choices of a resume format are: chronological, functional and combination.

The chronological resume format puts the work history and achievements together in the body of the resume. Chronological resume format example:

JOB TITLE #1 2007-Present
skills and experience details
more skills
JOB TITLE #2 2005-2007
skills and experience details
more skills
JOB TITLE #3 2002-2005
skills and experience details
more skills

The functional resume format divides work history and achievements, with the achievements in the body and the history at the end of the page. Functional resume format example:

RELEVANT SKILL #1
how skill was applied doing something
more relevant use of skill
RELEVANT SKILL #2
how skill was applied doing something
more relevant use of skill
RELEVANT SKILL #3
how skill was applied doing something
more relevant use of skill

The combination resume incorporates the best of the chronological and functional formats. Generally, it leads with a description of functional skills and related qualifications, followed by a reverse-chronological employment history. Combination resume format example:

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills for your new position
- An overall career accomplishment that shows you'd be good at the job

- What someone say about you as a recommendation

PROFESSIONAL EXPERIENCE

JOB TITLE #1 2007-Present
skills and experience details
more skills

Which Resume Format Should You Use?

The most traditional format is the chronological resume. This format highlights your work chronology. Your dates, places of employment, and job titles are listed as headings under which your achievements are written. The chronological format is most effective when at least one of the following is the case:

- You want to stay in the same field or industry.
- Your work history shows lateral or vertical career growth or an increase in job responsibility, making your job objective the next obvious step in your career path.
- Your current or most recent job is one you are proud of and enjoy.
- There are no gaps in your employment history; or if you have gaps, they can be filled with "job titles" that show you were doing something relevant or constructive during that time.

The functional format is best when at least one of the following applies:

- You are making an extreme career change such that your work history is in no way relevant to your job objective. (For example, you are a psychologist who wants to become a landscape architect.)
- You have a checkered employment history (such as hard-to-explain gaps in employment or job hopping) that you want to downplay as much as possible.
- You are getting ready to re-enter the job market after many years of unemployment, which you want to hide on your resume.
- You need to focus on experience or skills from a very early time in your work history.

The combination resume offers the best of the chronological and functional resume formats to highlight both your work history and your relevant skills. Using the basic chronological format, the combination resume presents your work history in the body of the resume. Then skill subheadings are used to group achievement statements under each job title/employer.

The combination format is best when at least one of the following applies:

- You are making a career change and want to highlight your transferable skills.
- You want to advance in the field or industry in which you are currently working.
- Your job titles do not clearly describe the level of responsibility you held.

- You want to fill gaps in employment with unpaid work that is relevant to your job objective.

Which Format Do Employers Prefer?

The chronological is most preferred by employers, followed closely by the combination. Employers tend to be suspicious of job seekers who use the functional format, fearing they are making false claims about their achievements or hiding something about their past. However, if the chronological or combination resume format doesn't work for your circumstances, the functional resume can work if you address the employers' concerns. Here's how to do that: For each achievement statement on your functional resume, state clearly where that achievement took place by referencing a job title, organization, or activity you've listed under Work History or Education.

Step 2: your resume heading

What to put in your resume heading:

1. **Your name**
2. **Address** (It's better to use your street address instead of a P.O. Box. That's because a home address gives a more stable image)
3. **Phone number** (use just one phone number)
4. **Email address** (keep it professional!)
5. **Social networking profile** (If you have a profile on a social network (such as LinkedIn or Facebook), and that profile is appropriate for your job search, include the URL in your Heading)
6. **Mini heading on page two** (copy and paste name, phone, and email)

Step 3: Resume Job Objective Statement

Having an official job objective statement near the top of a resume is optional. It can, however, be very useful, especially if one of the following applies:

- You're making a major career change and without an objective statement the reader might assume you want to continue in your former line of work.
- You're going for a very specific job at a company and you want to be considered for that job only.
- Your career history up to this point has been without focus. A concise objective statement can help make you look on target (you know what you want and what you're good at).

The Objective Statement:

By starting your resume with a job objective statement, you quickly tell your potential employer three things:

- What position you are looking for.
- What level of responsibility you want.
- How to interpret all the information on the resume. The job objective tells the reader, "Everything that follows is relevant to this job." That's important because this is a marketing piece, not your life history!

How to word your job objective statement:

Be Concise! Cut the fluff statements like "challenging position," "room for advancement," and "opportunity to grow." Here's the basics of what the employer needs to know from the objective statement:

- The area of work ("Marketing," "Sales").
- The title, if you know it ("Manager," "Sales Representative").
- Areas of specialization ("with an emphasis on new business development," "focusing on graphic design"). This should be used only if a simple objective statement needs to be more clearly defined. In most cases it isn't needed.

Instead of an objective statement:

- Professional title instead of a job objective statement
- Strong first summary statement
- Move education near the top
- None of the above: If you use a chronological or combination resume format and your last two jobs are in the same line of work as your resume job objective.

Step 4: Summary of Qualifications (for a combination resume)

The summary of qualifications section on your resume contains three to four brief (no more than three lines each) statements that say why you're the best prospect for the job you want (your job objective).

What goes in your summary of qualifications? Remember, your resume is a marketing piece for your next job, not the story of your whole life. So, rather than summing up your entire career in your summary of qualifications, you just need to write about how you qualify for the next step in your career. In your summary section, you can write about:

- Experience
- Credentials

- Expertise
- Personal values
- Work ethic
- Background
- Anything that qualifies you for the job you're going for

Some ideas for good summary statements:

- How much experience do you have in this profession, in this field, or using the required skills?
- What would your friend, former boss, co-workers say about you that would make the employer want to call you for an interview?
- How is success measured in the position mentioned in your objective statement? How do you measure up?
- What is it about your personality that makes this job a good fit for you?
- What personal commitments or passions do you have that would be valued by the employer?
- Do you have any technical, linguistic, or artistic talents that would be useful on the job?

Step 5: your work history

When listing your work experience, you should list your jobs in reverse chronology; that is, most recent first. Use years (no months) when listing dates on your resume. This makes it easier for the employer to quickly grasp your employment timeline.

Example:

Winchell's Donuts, Palm Desert, California

2009-2010

Summer Counterperson

- Employee of the month, August 2009
- Promoted to manager after 6 months

Resume achievement statements:

You can catch an employer's interest right away by writing strong resume achievement statements instead of using boring job descriptions. Most resumes are boring because they focus on job duties. Yes, the employer wants to know that you can do the job, but they should be more

concerned with whether you can achieve results. By writing about your experience in terms of achievements and not boring job descriptions you achieve three things:

1. You have the required experience or skills.
2. You're good at this work or at using these skills.
3. You take pride in and enjoy your work.

Some ideas for achievement statements:

- What projects are you proud of that support your job objective?
- What are some quantifiable results that point out your ability?
- When did you positively affect the organization, the bottom line, your boss, your coworkers, your clients?
- What awards, commendations, publications, etc. have you achieved that relate to your job objective?
- What activities, paid and unpaid, have you done that used skills you'll be using at your new job?
- Were you promoted?
- Did you increase revenue?
- Did you make something better?
- Did you decrease expenses?
- Did you make something happen faster?

Step 6: Education, Certifications & Training

The education section is usually placed at or near the end of the resume. There are sometimes, however, when it is better to place it under the summary of qualifications section near the beginning of the resume:

- If your education is highly relevant to your job objective.
- If you're a new graduate.
- If you have no employment experience in the field you are going into but have a degree or training in that field.

If you have one or more college degrees:

State where each degree was received. If you went to more than one school to earn a degree, you don't have to list all the different schools you attended leading up to that degree. List only the school that granted your degree.

- Dates are optional. They sometimes suggest how old you are and how current your knowledge is, so take that into account when you when decide whether to include them.
- Majors, minors, theses, dissertations, internships, and coursework should be listed only if they are relevant to your job objective.
- You can spell out the degree (for example, Bachelor of Arts) or use the representative letters (for example, BA or B.A.).

If you went to college but won't get your degree soon...

- Write your area of study and the name of the college. For instance: Liberal Arts, Antioch College, Yellow Springs, OH.
- If you attended several schools without completing your degree requirements, list only one or two schools. Listing more than that might make the reader think you tend to move around a lot without finishing things.

If you're in a relevant program and have not yet finished list the program and name of the school you are attending, followed by the date you intend to finish, or a phrase such as "currently enrolled," "anticipated completion, Spring 2014," "in progress," or "six months completed."

Certificates Under Education:

- A professional relevant certificate is sometimes valued as much as a college degree. Here are a few ways to list certifications on your resume.
- If you have one or more college degrees and just one relevant certificate, you could put both your degree(s) and certificate under one heading, which you can call "Education" or "Education and Certification."
- If you have two or more certificates in addition to a college degree, you could list your certificates under a new section called "Certifications."
- If you have one or more certificates but no college degree, you can list your certificates in a section called "Certifications"
- It's perfectly acceptable to list expired certifications, provided you indicate that they are expired. For example: Forklift operator, Colorado Springs, CO (expired Jan. 2012).
- You may also list a future certification if you are certain you will pass! For example: Forklift operator, Colorado Springs, CO (Certification expected on March 2015).

Relevant training, workshops and seminars can help demonstrate your professional growth but be selective about those you choose to include. Be sure they are relevant!

- Create a heading titled "Training, Workshops and Seminars" as it applies to you

- State the training, workshop or seminar title, the name of the facilitating organization, and the year you attended. If the duration was a day or longer, include the number of hours (days/weeks)

Step 7: Resume formatting

Text size: Make it easy for hiring managers and potential interviewers to read through your entire resume by choosing a font size that's between 10 and 12. This will ensure that no one has to squint to read through all the information on this important document.

Font: Basic book print fonts like Arial, Verdana, Calibri, and Times New Roman work are a good choice.

Bullet points: Bullet points draw attention to the reader and help eliminate lengthy paragraphs.

Length: The length of your resume will be determined by the amount of relevant experience you choose to include. Ideally a resume should be 1-2 pages. Remember the employer will spend 20-30 seconds reviewing your entire resume.

Margins: Use consistent margins for the top, bottom, left and right margins.

Paper: When sending paper resumes choose good quality paper with a watermark, with a weight between 16 lbs. and 25 lbs., and with at least 25% cotton fiber. Select a traditional color - white, ivory, or off-white are most appropriate.

Proofread your resume: Misspelled words, typos and grammatical errors could cripple your change at getting hired for a job your otherwise highly qualified for. I suggest having one or more individuals look it over for errors.

Step 8: Cover letters

Do I need a cover letter?

Having a cover letter was a hard and fast requirement in the past, but now not so much. A cover letter is important and required **IF** the job offer requires a cover letter, the employer requests one, you're applying directly to a person and know their name, or someone has referred you for the position. Statistics show that most hiring managers may not spend time reading a cover letter, but still expect one. Having a well written cover letter shows the employer you are willing to go the extra mile to be hired.

MONTHLY ACTIVITIES (free)



Family Fun Day-Free, Friday, July 9th, 10:00 am - 2:00 pm. Colorado Springs Pioneer's Museum, 215 S. Tejon Street, Colorado Springs. History comes to life through crafts, demonstrations, and family-friendly activities located throughout the Museum. Pre-registration required. RSVP required at the "Official Website" link: <https://www.cspm.org/events/2021-07/>



Little Learners: Happy Birthday Colorado Springs!!-Free, Wednesday, July 14, 10:45 - 11:30 a.m. 2021 is Colorado Springs' 150th birthday! We invite Little Learners (preschool) and their favorite grownup to celebrate local history with fun and educational experiences. We'll learn and play with games, crafts, songs, and history challenges. These programs are designed to help young learners explore concepts such as community, transportation, art and even their unique place in history. Registration required at the "Official Website" link: <https://give.cspm.org/event/little-learners/e327023>



Summer Symphony and Fireworks-Free, July 4, 2021, 9:00 p.m. Get ready for the largest 4th of July event with fireworks erupting across the Pikes Peak Region. Enjoy the Colorado Springs Philharmonic's annual patriotic concert broadcast from your favorite radio station – all from your porch! Broadcast begins at 9 p.m. and the fireworks begin at 9:20 p.m. To enjoy the music tune your radio to: Sunny 106.3 FM, Y96.9 FM, KCME 88.7 FM, AM 740 KVOR or 92.9 Peak FM.



UpaDowna Little Hikers: Nature Bingo-Free, Wednesday, July 14, 10:00 a.m. – 12:00 p.m. 2010 Duckwood Rd, Fountain Creek Regional Park, Fountain. Join us on this kid friendly hike at Bear Creek Regional Park while Little Hikers participate in Nature Bingo! Little Hikers will use the Pikes Peak Outdoors Nature Bingo sheet

<https://pikespeakoutdoors.org/wp-content/uploads/2019/05/pikes-peak-outdoors-explore-family-guide-bingo.pdf> This is a 1.0 mile walk/hike. Bring water, snacks, sturdy shoes, sunscreen/sun protection. Go to: <https://www.eventbrite.com/e/upadowna-little-hikers-nature-bingo-tickets-159574063319?aff=ebdssbdestsearch> to register.

WHAT'S NEW?

We're Still Looking for Dads and Kids Who Want to Garden



The Center has purchased a nice 20' X 40' plot through the Bear Creek Garden Association. Gardeners must sign a notarized release. We are holding weekly meetings on Tuesday at 4:00 pm and are always looking for more dads who want to garden with their kids. Call Gary at (719) 649-5825 if interested

Ideas Needed for the Newsletter!



I'm looking for new ideas for our newsletter. Do you have a topic that you would like covered? Or maybe a new section like bad dad jokes or a dad's corner? I want to hear from you. Send your suggestions to me at garygrambort@elpasoco.com

Classes are Back In-Person!

We are starting a new 15 week Fathering for Life class on July 14th and a 17-week Caring Dads Class on July 19th. Both classes will be in-person and limited to 9 dads each. The classes will be held in our new classroom on the third floor of the Citizen's Service Center.

DAD'S TIPS

Top Job Search Websites:



1. **Indeed:** Indeed is a standard job board with the ability to enter keywords and location, with the option to filter results by date, contract type, and location. It is the most trafficked job board in the United States.
2. **LinkedIn:** While LinkedIn is also an excellent platform for connecting with professionals, many companies post job vacancies that can be saved to your profile.
3. **SimplyHired:** SimplyHired takes keyword input to find available jobs, but allows users to filter jobs by proximity, contract type, and date posted.
4. **CareerBuilder:** In addition to displaying jobs, CareerBuilder also offers a salary tool to compare salaries for similar jobs in your area.
5. **Monster:** Monster allows users to browse jobs by location or company, or to enter keywords manually for a more refined search.
6. **Snagajob:** For a general search, users can search for vacancies by keyword and location. Users can also create a profile for more relevant suggestions.
7. **ZipRecruiter:** With a ZipRecruiter profile, employers can reach out to you directly and invite you to apply for a job.
8. **Ladders:** Ladders aims to show the most well-paying positions and companies available.
9. **Robert Half:** Users upload their resume and Robert Half's staffing experts reach out to hiring managers.
10. **Craigslist:** Craigslist is not a dedicated job board, but you may find it will list local jobs that aren't listed on other job search websites.