

PNWS-AWWA Young Professionals Committee

Present

COVER LETTERS AND

RESUMES:

HOW TO STAND OUT

SPECIAL THANKS TO HUBSPOT.COM FOR PROVIDING CONTENT FOR THIS PRESENTATION

APPLYING FOR JOBS IN 2019

Jobs are plentiful

More ways than ever to apply

APPLYING

Personal job hunting toolkit:

- A Well Designed, yet Generic and Adaptable Cover Letter
- A Well Designed, yet Generic and Adaptable Resume
- A presence on LinkedIn
- Saved NeoGov Profile
- Keep up on Industry News
- Understand the Employment Landscape:
 - Where people are finding jobs these days?
 - What skills are in demand?

WHERE TO LOOK FOR WATER JOBS IN THE PACIFIC NORTHWEST

- www.PNWS-AWWA.org --- Duh!
- www.awwa.org
- www.wawasd.org
- NeoGov
- Brown and Caldwell Water News Weekly
- Indeed

EXAMPLES

The Bad News:

Elementary Graphic Design Skills are now a basic job skill

The Good News:

Easy to use graphic design tools are easy to find

Resume Fonts & Sizes

The most common resume font to use:



Other serif fonts to consider that are easy to read and are appropriate as resume fonts include:

{ Georgia Bell MT }
Goudy Old Style
Garamond

Sans serif fonts do not have the "tails" on the letters and look a bit more block-like. Popular serif fonts include

{ Arial Tahoma }
Century Gothic
Lucida Sans

Any of these fonts would be reasonable for a resume as long as you only use one font. Using two fonts looks unintentional and unprofessional.

Make your **headings** and **name** stand out:

**Make it bold, *Italicize*,
CAPITALIZE or underline**

increase the font size to 14-16 points

LASTLY



Many agree that resume formats should be contained to one page if you are entry level and two pages are acceptable if you are mid-career, senior or professional.



Overall, just make sure your resume format has a clean and functional design. Leave enough white space so that your resume doesn't look crowded.

Typo

Be positively certain there are no typos or errors on your resume. As an email attachment, be sure to send it as a PDF, so you don't lose any of your original resume formatting or spacing.

MISTAKES IN COVER LETTERS AND RESUMES

Trying to be a StoryTeller/ Not using any narrative at all

Oversharing/Emphasizing non-workplace skills and interests

Listing less than useful skills

Using Texting Language

Excessive Length

Promising what you can't fulfill/Overplaying your lesser strengths

Making Jokes, not keeping it professional

Speaking too highly of yourself, or not!

Highlighting the wrong benefits of the prospective job

Using Hyperbole

Forgetting who you are addressing

LOOK AT RESUME EXAMPLES

THINKING ABOUT JOB POSTINGS

What combination of skills and experience is this ad asking for?

(Work Experience) + (Education) + (Expertise)

=

Employers Ideal Candidate

HOW TO RESPOND IN KIND!

(Facts) + (Areas of Skill/Expertise) + (Past Results)

=

Why you meet or exceed the needs of the organization

(ie. How are you going to make their lives easier)

BUT KEVIN, I DON'T KNOW WHAT SKILLS TO EMPHASIZE

THANK YOU!

Please feel free to contact me for help with your Resume and
Cover Letters

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Please let me know how you liked this workshop by filling out a
quick survey at:

<https://forms.gle/yy328kRVXRJBfoUZ8>