



# Career Sphere

Fall 2016

Inspiring and equipping Ozarka College students  
for successful careers

Career Planning Services cares about the employability of Ozarka students. We aim to help students throughout the career planning process, and this edition of Career Sphere is dedicated to one important step of that process, drafting a job-winning resumé and cover letter. Whether you're just taking your first class or completing a degree, come see us for a wide range of employability services!

## RESUMÉ SELF-EVALUATION CHECKLIST

*"The average employer spends just six seconds reviewing a resumé and that's only what's above the thumb line. Hiring managers want to easily see the skills, training, experience and accomplishments that qualify you for the job."* Jan McCormick, Full Circle Career Services, LLC

Use this checklist to assure that yours is a winning resumé:

- ⇒ Resumé is typed, easy to read and no more than 2 pages in length
- ⇒ Contact information is accurate, bolded, and at the top of the page
- ⇒ Email address is professional and checked frequently
- ⇒ Contains a clear & compelling summary of skills tailored to the job description
- ⇒ Uses action words to describe experience (i.e. achieved, implemented, developed, supervised, utilized, etc.)
- ⇒ Lists work experience starting with the most recent job and not going back more than 10 years
- ⇒ Lists degree or certification, school, and location of school
- ⇒ Lists community service related to the desired job qualifications
- ⇒ Avoids using personal pronouns such as I, me and my
- ⇒ Omits personal information such as health, age, religion or marital status
- ⇒ Printed on high quality paper in neutral color
- ⇒ No more than two standard fonts (Arial, Calibri, Times New Roman) not larger than 12-point size
- ⇒ Uses design elements such as bullets and bolding consistently to guide the reader's eye down the page
- ⇒ Checked by at least two people for typos and spelling or grammar errors



Career Planning Services is pleased to introduce a resumé drop off service to the students of Ozarka College.

Students may now drop off a paper copy of their resumé for professional review by a trained Career Coach: Kay Adkins on the Mountain View and Melbourne campuses or Kendra Smith on the Ash Flat and Mammoth Spring campuses.

Resumés can be submitted for review by email or dropped off in person to Kay or Kendra in Student Services or in one of their four convenient office drop boxes.

Privacy envelopes will be provided next to each box for students to indicate the date submitted and preferred method of feedback (phone/email/appointment).

Proofed copies will be ready for discussion within five business days.

**The Right Resume  
Can Open Many Doors**



**OZARKA  
COLLEGE**  
CAREER PLANNING SERVICES

# Resumé and Cover Letter Tips & Tricks



Prevent your application packet from ending up in **FILE 13 (the trash can)** by avoiding these **PITFALLS**:

**INAPPROPRIATE EMAIL ADDRESS** — Hiring managers often complain about receiving resúmes that contain inappropriate, juvenile, and bizarre email addresses. Please make sure yours is professional. The best emails are a variation of your name, such as [JohnESmithJR@gmail.com](mailto:JohnESmithJR@gmail.com).

**SPELLING AND GRAMMATICAL ERRORS**— Check and re-check your resumé and cover letter, and then ask at least one more person to proof it. *Don't let something like this happen to you:*

"Hope to hear from you, *shorty*."

"Have a keen eye for *derail*."

"Dear Sir or *Madman*."

"I'm *attacking* my resumé for you to review."

"I am a *rabid* typist."

"My work ethics are *impeachable*."

"*Nervous* of steel."

"Following is a *grief* overview of my skills."

"GPA: *34.0*"

"Graphic designer seeking *no-profit* career."

**GIMMICKS**—Avoid attention getting devices: colored paper, colorful graphics, perfume, confetti, etc.

*The best resúmes are clean, neat,  
and easy to read.*

**DISHONESTY**— Employers routinely conduct background checks and do online research to verify the information on resúmes. Be certain that the information you've provided is accurate and free of exaggeration.

**NEGATIVITY**—Regardless of any possible negative experience with a former employer or colleague, do not express those sentiments on paper or in person... ever.

## COVER LETTERS: A CHANCE TO FILL IN THE BLANKS

Cover letters provide an opportunity to tell an employer a bit more about yourself or mention things you weren't able to include in your resumé. The **three main objectives for a cover letter** are to:

- 1) Introduce yourself and express your interest in the job
- 2) Describe your qualifications and how they will benefit the company (Hint: Research the institution in order to align your goals with theirs.)
- 3) Request an interview and suggest follow-up

## ADDRESSING NEGATIVE ISSUES IN YOUR PAST

Generally, negative issues are best addressed on the job application (in a limited way) and in the job interview. Occasionally a Letter of Explanation might be helpful (but seek counsel). **To present your situation in the best way:**

- On job applications, when the 'reason for leaving' involves a serious negative circumstance, answer by saying "Would prefer to discuss this in person."
- Have a career mentor or other professional person review your application packet (cover letter, resumé and job application) before submitting it.
- Prepare for an interview by practicing your answers to those hard questions with a career mentor (or someone trustworthy) who can help you be honest, confident, and positive without giving too much information.

Employers are looking for applicants who will be long-term assets to their company. Be **honest**. Steer away from personal information and keep the hiring process **professional**. Show that you value their time by keeping your resumé and cover letter **brief**. Show that you are someone they will want to work beside.

*Not sure how to get started?*

*Need someone to review your resumé or cover letter?*

*Come see Kay Adkins or Kendra Smith and we can help!*

**Kay Adkins, Career Mentor**  
Ozarka College Student Services  
Melbourne: 870-368-2056  
T/F 8-4:30  
Mountain View: 870-269-5600  
M/W/TH 8-4:30  
[kadkins@ozarka.edu](mailto:kadkins@ozarka.edu)



### Ozarka College Career Planning Services

\* If you don't know what you want to become. . .

\* If you know what you want to be, but don't know how to get there...

\* If you know what you want and how to get there, but need help with job seeking skills...

**We  
Can  
Help**



**Kendra Smith, Career Mentor**  
Ozarka College Student Services  
Ash Flat: 870-994-7273 ext. 4034  
M-F 8-4:30  
Mammoth Spring: 870-625-0411  
2nd and 4th Wednesdays  
[kendra.smith@ozarka.edu](mailto:kendra.smith@ozarka.edu)