

The Mini-Resume

The mini-resume serves one purpose only: It's a "teaser" to motivate someone to either call you, email you, or refer you to someone they know who may be looking for someone like you.

It is NOT a resume of your experience or anything even close to that. It's merely where you provide information in three distinct sections:

- Your identification and contact data
- Skills: a listing or narrative of the skills, **not** the experience, you offer
- Seeking: a clear statement of what you're looking for. Again, **not** a capsule of how many years of experience you have in such-and-such work.

The mini is designed to trigger a contact, not get you an interview. The contact may result in you being asked to submit a resume or application, but that's all you can expect from it. So make it count.

Nothing in your mini will turn-off the reader quicker than if you brag about what a fine (whatever) you are, how you've been praised at work, or how many years you've don't this or that.

Bottom line: Think about it from the reader's point of view. If the reader is someone who may need you, or knows someone who might, does your mine-resume give him/her just enough info to trigger that initial contact? If it doesn't, then rework it until it does.

JOBS ASSISTANCE MINISTRY

Mini-Resume

Please fill out the requested information below. This information will be used in the JAM "mini-resume" sheet which will be distributed in various venues to help you to find employment. Be aware that the JAM "mini-resume" will be accessible to the public. (Look at the bottom of this page for an example of how your information will be displayed.)

You have my permission to publish my mini-resume in various venues, e.g., church bulletin.

Signature

1. Name: _____

2. Phone: Home: _____ Cell: _____

3. Email: _____

4. Employment Category: (circle one or two that best describes your interest or experience)

Education/Arts - Financial - Insurance - Financial - Accounting -
Information Technology - Engineering - Business Development -
Business Management - Business Administration - Project Management -
Management - Sales/Marketing - Public Relations - Customer Service -
Communications - Construction - Human Resources - Graphics/Visual Art
- Leadership/Management - Healthcare - Skilled Crafts / Trades - Social Work
- Real Estate - Office / Clerical - Administrative - Manufacturing - Hospitality
- Legal - Law Enforcement - Food Service -
- OTHER _____

5. List 2 to 5 bullet points (one or two words each) describing your SKILLS:

6. Write two to three sentences describing your experience and/or personal statement:

Cathy Smart
Heathcare
804.555.3333
smartc@comcast.net

- Management
- Program Administrator
- Revenue Enhancement
- Problem Solver

Seeking position in a medical or corporate setting, using my skills in problem solving, health insurance industry, and healthcare systems. Over 15 years experience with consistent success in meeting goals through tactical planning and building alliances.