

Job Hunting Materials

How to Prepare a Resumé

Here is the good news: **Even if you have never been paid to be an event planner, you can write a powerful resumé that can help you get a job as an event planner.**

Employers want to know you have the **specific skills** required to fulfill the duties and responsibilities of the position. To show them you have those skills, you will need to get some event planning experience using several of the methods suggested previously.

Exactly what you will include on your resumé depends on both the job you are applying for and your previous experience. Here are some dos and don'ts, followed by sample resúmes for a beginning event planner and an experienced event planner.

TIP: In this section you will find advice for creating a resumé specifically for an event planning position. For general resumé-writing advice visit: <http://resume.monster.com>

Resumé Dos and Don'ts

- **Do** include all pertinent information. Experience or training in public relations, marketing, retailing, or customer service naturally translates to the event planning world, so be sure to highlight it. If you have attended **seminars** conducted by event planners' organizations or local Visitors and Convention Bureaus, by all means include that information as well.
- **Do** include information on relevant non-paying event planning experience. Planning your local Cub Scout annual dinner for the past four years may not sound so glamorous to you, but to hiring managers, that practical hands-on experience can be as valuable as extensive educational degrees.
- **Do** include professional affiliations and certifications. This includes membership in event planning associations (listed in the Appendix). Certificates can be attractive on your resumé from any relevant area of interest or expertise. For example, if you take a program through the local or state Parks and Recreation Departments, find out if they offer a certificate.

- **Don't** include extraneous information. Some employers make a decision about a resumé within **seconds**, so a resumé containing too much irrelevant information could be rejected before the employer has even finished reading it. Mentioning personal information such as marital status, number of children, or hobbies you enjoy in your spare time mark you as a novice.
- **Don't** go back further than 10 years on your resumé unless you have something truly exceptional. Some employers judge anything you learned or did more than a decade ago to be outdated.
- **Do** ask someone (preferably in the event planning industry) to review your resumé before you begin your search.
- **Do** choose an attractive paper stock, lay it out nicely, and make sure there are no typos. You are applying for a job where appearance matters.
- **Don't get too fancy** with your resumé. One employer told us she received a resumé packed in confetti; another said she thought she was receiving an expensive (and free) designer scarf when it happened to be a resumé instead. Wendy Spivak adds "Don't send me chocolate with your resumé."
- **Don't** stretch the truth. If you indeed orchestrated the entire annual dinner dance for 5,000 people while working for XYZ Corporation, then say so. But, if you actually only negotiated the contracts for the food vendors for that event, say that. That experience is valuable in itself and stands out as a useful, transferable skill to prospective employers. Always assume that the person in charge of hiring will check all information on your resumé.

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