

## Writing Your Video Resume

### Do's

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#### **Take time to prepare;**

Researching and planning your video ahead of time will make the end product much better. Read the document on writing your script (or choosing your interview questions). Also, look at other video resumes to get ideas.

#### **Focus on results;**

Tell employers what QUANTIFIABLE RESULTS you've delivered for other companies or on other projects & what you can do for them.

#### **Focus on your professional endeavors;**

It's ok to talk about volunteer work you do in your spare time or recreational hobbies if they show your positive qualities, but focus primarily on your professional skills and experience.

#### **Be concise;**

Keep your video between 1-3 minutes long. (Less than 2 minutes if you're posting your video resume on FaceBook). Time flies when you are taping it, but not when a potential employer is watching.

#### **Introduce yourself;**

Start by mentioning your name (first & last), and then tell a little summary about yourself. Let the employer know who you are.

#### **Be thankful;**

Don't forget to end your video by thanking the employer for their time and consideration.

#### **Provide contact information;**

If they liked what they saw, make sure they can contact you.

#### **Create a script.**

A storyboard or script will help you organize your video. Reading it from a teleprompter can save you from having to memorize, and allows you to make good eye contact.

#### **Practice, Practice, Practice;**

Get used to talking about yourself with confidence. If you don't sound natural, change the script. Practice in front of a mirror to get a feel for your facial expressions.

## Don'ts

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### **Do Not Just start right in;**

Take a moment to establish who you are & why they should continue to watch. The first 20 seconds are the most important.

### **Do Not Tell your life story;**

Keep the video short and the information relevant to the job & industry you are applying for. One of the worst things you can do is ramble on.

### **Do Not Use Run-on Sentences;**

When speaking, a higher level of enthusiasm occurs at the beginning and end of the sentence. Using long, drawn-out sentences eliminates voice inflection and may not keep the viewers attention. Use short sentences when writing your script to keep enthusiasm and interest high.

### **Do Not Forget to thank the viewer for watching;**

And invite them to contact you for further discussion