



Interview and Resume Tips: Tips for Journalists

If you are a journalist and writer like me writing a resume to suit your needs may be simple or complex depending on your experience level and how many employers you have had. Journalists often work as freelancers and you may have simultaneous employees or you may work for one newspaper for years. Here you will find tips on how to create the perfect resume to meet your journalistic needs.

1. **Functional Resume.** You may want to create a skills resume – A skills resume is one that highlights your experience and knowledge instead of listing dates like a chronological resume. Chronological resumes are good, but do not spotlight your expertise as well as a skills resume.
2. **Length.** Consider how many employers you need to list on your resume and this will give you an idea about how long your resume may need to be. Keep descriptions of your work short and to the point. Be simple and concise.
3. **Resume paper.** I have generally used white or a cream color to print my resume on. They are colors that are for the most part pleasing on the eyes and are respected by potential employees. Using bright colors and prints are totally unacceptable. They will distract the reader and turn potential employees off.
4. **The Freelance Journalist.** If you work as a freelance journalist then your resume may be a little longer than a one page resume. You may often work for a variety of employers that serve as your clients and you will want to list each client separately. All experience counts for something and should be listed on your resume.

Cover Letters for Journalists:

Much can be said in a cover letter. In the first paragraph you will want to list your skills and catch the reader's attention first off. Writing a resume is sort of like writing dialog for a commercial. Catch the reader's attention and they will want to find out more. Generally potential employers spend a short amount of time reading your cover letter and resume. They simply do not have the time to read everything on your resume and cover letter so grabbing them at the beginning is important. In the second paragraph of your cover letter mentioning notable places you have worked is a plus as well. Covers letters can be long or short. I prefer to keep mine rather short and to the point. Cover letters that lack focus and direction will most probably be tossed away. Be sure to update all contact information where you can be reached for an interview or for more questions. Listing inaccurate contact info will show irresponsibility and disinterest in your work. This will not help you



get a job or impress the boss. To learn more about writing the perfect resume and the best career advice on the web go to www.hound.com.

See the following articles for more information:

- **[21 Major Interview Mistakes to Avoid at All Costs](#)**
- **[The Best Way to Prepare for a Job Search and Interviews](#)**
- **[How to Talk About Other Interviews in Your Interviews](#)**
- **[How to Answer the Tell Me About Yourself Interview Question](#)**
- **[How to Answer the Do You Have Any Questions for Me Interview Question](#)**