

# Southern Company



*Resume & Interview Guide*

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## Resume:

### Resume Headings:

- Profile or Objective
- Experience
- Accomplishments
- Education
- Community Involvement
- Others - certifications, qualifications, technical skills

### Profile vs. Objective Statements:

#### **Profile**

- The purpose of the profile is to summarize and highlight unique skills you have that the employer is seeking.
- It does not highlight personal traits or information found elsewhere in the resume
- The profile says, "This is what I have to offer you."
- Profile statement might highlight the following:
  - Your most impressive qualification(s)
  - Key and relevant skill(s)
  - Key and relevant experience(s)
  - Key accomplishment(s)

#### *Sample Profile Statements:*

- Strategic Environmental Operations Manager with demonstrated excellence managing teams within rapidly changing process oriented environments. Recognized leader who develops solid business relations and drives implementation activities to accomplish high-efficiency operations. Proven record of analyzing markets, competition, and marketing trends to deliver long-term business success.
- Market Strategy Administrator with cross-functional expertise in business and financial analysis, accounting, marketing, and new business development. Over 10 years of experience in the financial services industry, combining strong analytical skills with business to effectively contribute to the organization's overall productivity.

#### **Objective**

- The purpose of the objective is to identify your career goal or position type that you are seeking. It highlights your direct or transferable skills that match.

#### *Sample Objective Statement*

To utilize my experience in generation, leadership skills and knowledge of plant operations to obtain a position within the company to further develop my skill set while supporting the goals of the company.

### Experience:

- Bullets under your experience section should demonstrate your credibility and competency for the position you are applying to.
- Examples of how you might demonstrate leadership:
  - **Okay example:**



- Managed and motivated a team to safely meet production needs
- **Good example:**
  - Managed and motivated a team of 30 to meet production needs in accordance to safety standards
- **Best example:**
  - **Managed and motivated a team of 30 maintenance and production employees to meet production needs while maintaining a perfect safety record**

*Sample Bullets under Experience:*

- Maintains effective working relationships with union leadership, industry labor relations professionals and state and federal labor officials
- Supervised daily operations; including logistics, expenditures, requests for proposals (RFPs), projects' planning and assignments for 36 direct reports.
- Established and led the negotiation of multiple client proposals to include an exclusive fully expendable perforating tool string, generating 8.7% in additional monthly revenue.