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The recruit newsletter of the South Euclid Fire Department

Climbing to a career as a firefighter in the South Euclid Fire Department, one rung at a time.

Issue Eight

Your Resume

Is your resume ready to go? Have you ever written a resume? In this issue we will discuss resumes, first working on items to put in the resume and then how to prepare the resume.

A proper and well written resume will not help you advance your career unless it contains the experience and training employers are looking for. These qualifications can be worked on while you pursue your dream job. The focus must be on what makes you an exceptional candidate. You should work on your basic training first, fire school and medic school. Experience is very valuable, even if it is part time, volunteer or in a field related to firefighting. Even your non-fire education can be an asset. Degrees in fire related fields are preferred but even degrees in non-fire related fields show your strength in education. There are numerous opportunities for you to add to your resume. Consider on-line classes that are low cost or free. Work on other certifications such as fire inspector, instructor or arson investigation. All of these relevant items on your resume demonstrate your training, skills and passion for the job. Other items such as involvement in community organizations help the potential employer see that you care about the community.

The actual resume is not hard to write. The internet is full of help and examples. Resumes should be easy to read, and contain only relevant information. We really don't care if you were selected homecoming king or queen, but we do care that you were an Eagle Scout or have a degree in business. A letter with the resume is not a bad idea, but again should be brief. Save presentation of the resume to a point in the process where it is likely to be reviewed, not just put in a file. I have been impressed with those who bring a copy of their resume to the interview. If this is done, bring only one copy and no notebooks or folders. There are plenty of people who can help you with your resume. Find someone with some expertise and consider their advice.

The road to a fire service career can be challenging and complex. The rewards of a career serving your community and making a difference are well worth it. Not everyone who starts down this career path will secure a fire service job. Those who plan, stay focused and work on their plan goals will have the best opportunities to secure a firefighting career. In South Euclid we are committed to hiring the best. Most fire fighters work twenty five to thirty five years. That is a lot of service to the community. The community deserves only the best.

Stay focused, stay safe and keep smiling.

**Rick Huston, Chief
South Euclid Fire Department**