

Resume Workshop



What is a resume?

- An advertisement of you.
- A snapshot of who you are and your personal, professional, educational and work qualifications.
- It is about your future, NOT your past.

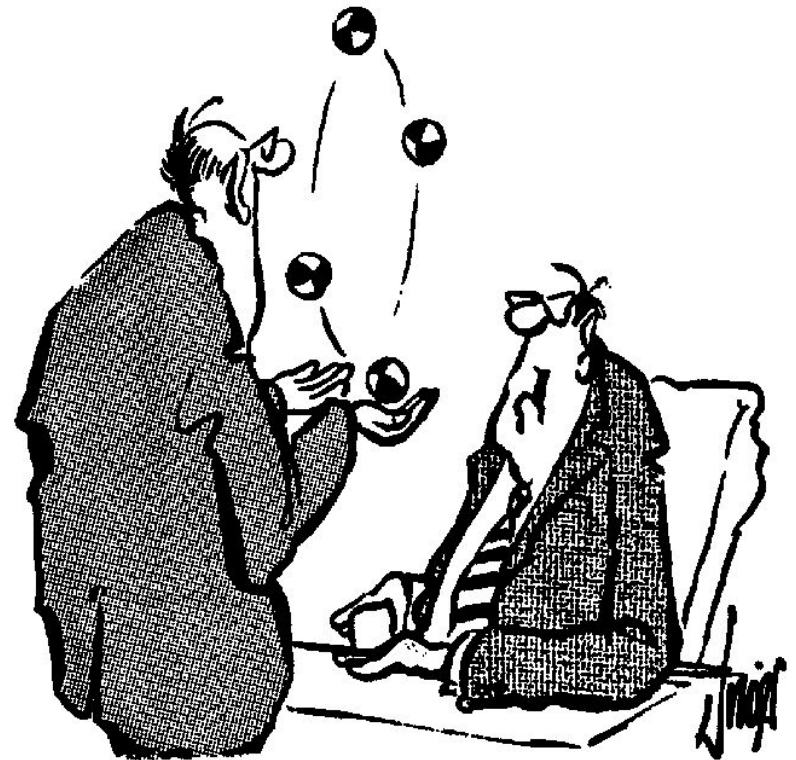


Why do you need a resume?

- ❑ To obtain an interview, not a job
- ❑ A marketing tool
- ❑ Interest the employer in your abilities.
- ❑ Requirement of many organizations
- ❑ Summarizes what you have to offer employers—your unique selling points—in an easy-to-read format.

What is it NOT?

- Not an autobiography or a confessional.
- You do not have to tell all – only what is marketable and relevant to the position.
- It is NOT going to get you a job (only an interview!).



"You seem to have the qualifications we're looking for in a bookkeeper."



How we read resumes....

- Top to bottom, left to right
- 10-second glance, most recent and relevant

Important information needs to
be found easily and quickly!





Resume as Map: Make it easy for your reader!

- Bold, italics, underline
- Font size
- Category headings
- Order of categories
- Use of white space
- Bullets

**Don't "lose" the employer in a maze of
job descriptions and extracurricular
activities.**

TYPES OF RESUMES

- ✓ Chronological resumes
- ✓ Functional resume / Skills-Based
- ✓ Combination resumes
- ✓ Curriculum vitae (CVs)
- ✓ Online Resumes

Chronological Resumes

- **Most traditional format.**
- **Lists work experience by dates in reverse chronological order (most recent first).**
- **Does not highlight main skills and qualifications.**
- **Useful when:**
 - 1. You have consistent work history with growth and achievements.**
 - 2. No gaps in employment and staying in the same field.**

Functional or Skills-Based Resumes

- **Groups your qualifications around skill headings.**
- **Highlights major areas of accomplishment, strengths, and abilities in order of importance to this particular job/employer.**
- **Actual work history is minimized. Useful when:**
 - 1. Changing careers or reentering job market.**
 - 2. Gaps in employment.**
 - 3. Variety of different jobs.**

Combination Resumes

- Combines the best of chronological and functional.
- Includes qualifications section and may highlight key strengths.
- Work history section may emphasize results instead of job duties.



Curriculum Vitae

- A curriculum vitae (CV) provides an overview of a person's experience and other qualifications.
 - It is typically used to screen applicants, often followed by an interview.
 - an outline of a person's educational and professional history.
 - A CV is the most flexible and convenient way to make applications.
 - It is an application form is designed to bring out the essential information and personal qualities that the employer requires.

Online Resume

- **Benefits of online resume.**
 - You can submit your resume on any online job portal website which will manage your resume and make it visible to employers.
 - You can update your resume online anytime and anywhere.
 - Add your "resume page address" into your e-mail's signature.
 - Attach files such as Certificates, Word documents, PDF, and databases.
 - Add up to 5 different photos.
 - Very easy-to-use and it is Free.

Types of Online Resumes

- Career Change Resume
- Entry Level Experience Resume
- **Nurse Resume**
- Public Information Director Resume
- Quality Review Auditor Resume
- Writer Resume

Resume Components

- **Heading**
- **Job Objective** (optional)
- **Summary of Qualifications** (optional)
- **Work Experience**
- **Education**
- **Skills and Abilities**
- **Other**



Heading

- ❑ What should be included?
 - ❑ Name
 - ❑ Permanent and present address
 - ❑ E-mail address
 - ❑ Telephone number



Where should contact information go?

- ❑ Top of the page



Be sure to check your phone and email messages periodically!

Sample Resume Headings

John A. Smith

John.Smith@mymail.champlain.edu

123 Main Street, Burlington, VT 05401

(Website URL)

802/999-9999

(IM Address)

John A. Smith

123 Main Street

Burlington, VT 05401

(802) 999-9999

John.Smith@mymail.champlain.edu

(Website URL, IM address)

Job Objective

- A short statement that tells the employer what specific position you're applying for.
- Directly reflects the position applying for.
- Should be concise and specific.



Job Objective

□ Examples

- Management trainee position with a specialty retailer.
- Technical sales with an energy related industry in the Southwest. Long range goals of regional sales management.
- To obtain a position as field service representative with XYZ Software Corporation.

Summary of Qualifications (Professional profile)

- It's five-to-ten lines that describe your key strengths. (3-5 bulleted statements).
- What makes you the best candidate for this job? (ie: qualifications, skills, abilities, years of experience, work ethic and values, accomplishments, etc.)
- Key talents/special knowledge related to target job
- Must reflect what is required in the job description.
- Most important part of your resume; catches and keeps the reader's attention.

Work Experience



- Reverse chronological order
- Required: Position title, name of company, dates of employment (month & year)
- Extra: City and state, specific responsibilities, description of job, accomplishments.
 - a) Better than a list of job duties – list accomplishments/results. Give specific \$ amounts, years, %, etc.
 - b) Show your value and success.

Experience

- ❑ **Use the term "experience"**
 - ❑ **What is considered experience?**
 - ❑ Full and part-time jobs
 - ❑ Self-employment
 - ❑ Volunteer work
 - ❑ Practicum, field, and cooperative education
- ❑ **Information to include**
 - ❑ Job Title
 - ❑ Dates of employment
 - ❑ Company name
 - ❑ City & State

Listing Responsibilities

- ❑ Use bullet points
- ❑ Start of each line with an action verb
 - ❑ Present tense if currently employed
 - ❑ Past tense if no longer employed
 - ❑ Vary your choice of verbs
- ❑ Tailor skills and experiences to the position for which you are applying
- ❑ Be concise while providing enough detail

Experience --Responsibilities at work

- e.g. translator, waitress

Communicated with customers in fluent English and Chinese, sometimes translating between the two languages.

- e.g. administrative work, PR

Negotiated and arbitrated conflicts among team workers

Developed a climate of enthusiasm, teamwork, and cooperation

Introduced student projects as well as creative ways of advertisements to different companies.

Education

- Reverse chronological order.
- Required: Degree, major, school, year of graduation.
- Extra: GPA (if over 3.0), minors, honors, specific related courses.
- Professional training may also be listed either under Education or Training



Education (Examples)

- ❑ **Name of Institution**

- ❑ Include city and state if not part of the title

- ❑ **Name of your degree and major**

- ❑ Bachelor of _____ in _____

- ❑ *Bachelor of Science in Business Administration:
Accounting*

- ❑ **List degrees in reverse chronological order**

- ❑ Most recent degree is listed first

Education

- ❑ **Date or expected date of graduation**
 - ❑ Graduation Date: May 2014
 - ❑ Expected Graduation Date: May 2015
- ❑ **GPA**
 - ❑ Major or overall at least 3.0
 - ❑ Round down to the nearest tenth
 - ❑ 3.0 not 3.062
 - ❑ GPA: 4.0, Summa Cum Laude
- ❑ **High School Information**
 - ❑ Do not include after Sophomore year

GPA

- General Scale In U.S.:

90-100=4.0

80-89=3.0

70-79=2.0

60-69=1.0

59 and below=0.0

Skills and Abilities

- Listed as a separate section (functional or combination resume).
- Divide in categories that are related to the job.
- Examples: Computer Skills, Manufacturing Skills, Leadership Skills, Customer Service, Patient Care, etc.



Additional Resume Components

Additional Resume Components

Any of these can be added if they are relevant to the position you are applying for:

- **Activities**
- **Honors**
- **Certifications**
- **Achievements**
- **Awards**
- **Licenses**
- **Professional Affiliations**
- **Languages**
- **Interests/hobbies (optional)**
- **References/portfolio**



Honors & Awards

- ❑ Order by dates
 - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective

Professional Affiliations & Activities

- ❑ Order by date
 - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective
- ❑ Do not say *Member of ...*
- ❑ Emphasize your leadership roles
- ❑ Spell out the organization's name:
 - ❑ Do not use abbreviations or acronyms

Testimonials:

Who might be on your reference list?



REFERENCES

Ideal References

- Get a minimum of **3 references** - people who can attest to your work habits, skills, and accomplishments
- Current or past employer(s)/supervisor(s)
- Inform reference of your career objective and give them a copy of your resume
- Professors
- Advisors
- Coaches
- Internship, field experience, or community service supervisor

May Include on the Bottom of Resume or Attach Reference Contacts with Your Resume

- Name, title, company, address, phone #
 - Or indicate at the bottom of the resume that:
 - References are Available on Request...
- References Available... References will be
Furnished upon Request (optional)

Sample Presentation of Reference Information

References

John A. Smith

John.Smith@mymail.champlain.edu

123 Main Street, Burlington, VT 05401

802/999-9999

Mr. Charles Amey, III

Instructor, Hospitality Industry Management Program

Champlain College

P.O. Box 670

Burlington, VT 05402-0670

Amey@champlain.edu

(802) 651-5988

Mr. Milton Smith

Field Experience Supervisor

ABC Conference Center

208 Main Street

Burlington, VT 05401

MSmith@ABCConferences.org

(802) 888-8888

As a general rule, have at least three references.

Don'ts

- Don't list interests and hobbies unless directly related to the position.
- Don't use personal pronouns (I, me, my) in your resume.
- Don't include your height, weight, age, date of birth, place of birth, marital status, sex, ethnicity/race, health, social security number, reasons for leaving previous job, picture of yourself, religion, church affiliations, or political affiliations.
- Don't ever lie on your resume.



DO'S

- cover letter.
- Do strive to make a good impression.
- Do make your resume clear, concise and easy to read.
- Do use BOLD or Underline for section headings.
- Do emphasize your strongest qualifications.
- Focus on accomplishments, skills, and results.
- Do print your resume on high quality 8 ½ by 11 paper.
- Give contact info like home and office telephone numbers.
- Create a resume tailored to the job you are after.
- Do keep your resume up-to-date.

Resume Layout and Appearance



- White or off-white paper.
- Usually 1 page (1-2).
- Font at 12 pt. (no smaller than 11).
- Be consistent with the layout, underlining, capitalizing, bold, etc.
- Use white space, good margins, and tabs.
- Use bullets.
- Spell and grammar check!

Wording

- Use action verbs.
- Use phrases that focus on your successes and accomplishments.
- Only include what is relevant and marketable.
- Use bulleted lists instead of paragraphs.
- Use past tense for work in the past.
- **BE HONEST!**



Limit font to two choices

For text: a serif font like Times

For headings: **Arial** or **Helvetica** are good choices to add visual interest

Don't choose non-standard fonts like Comic Sans or *Lucida Handwriting*

Write concisely and vigorously

- A focused, targeted resume is best:
 - Avoid the temptation to go more than one page
 - Delete obvious information in order to highlight your unique qualities
- Find specific, dynamic verbs:
 - Use present (or past) imperatives
 - Include each verb only once
 - Consult online lists of “resume action words”

Make lists parallel

- ✓ Managed staff of ten
- ✓ Presented reports to consultants
- ✓ Developed new reporting system
- ✓ Led monthly staff meeting
- ✓ Coordinated monthly review

Use brief style like presentations

- Omit articles (a/an, the)
- Use more lists than sentences
- Arrange information in columns