

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.**

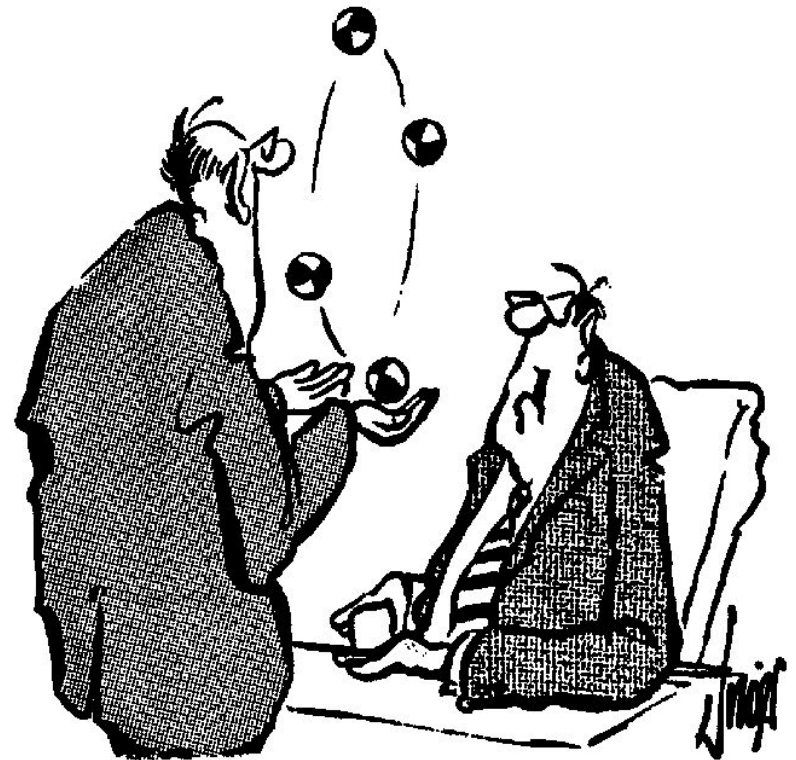


Why do you need a resume?

- ❑ 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