

Résumés



https://www.youtube.com/watch?v=VUPBTXAzL0Q&list=PLOdeaKKa_ZAiOP0Wf4pcw2-BYol6OmfFH&index=6&t=0s

Résumé: a formal written profile that presents a person's knowledge, skills, and abilities to potential employers

- Conflicting advice as to how the perfect résumé should look and what it should include
- Appropriate résumé depends on what you are applying for
- A well written résumé makes it easy for potential employers to **QUICKLY** identify your skills and work experience

Five steps toward a winning résumé:

1. Gathering information
2. Using a proper layout w/ information heading
3. Writing a skills summary or personal profile
4. Inserting education, experience, skills, and accomplishments
5. Reviewing the completed résumé

As you construct your résumé, make every word and fact sell your skills and accomplishments

Step 1: Gathering Information

- Create a draft document with key headings:
 - Skills
 - Education
 - Employment / Military Service
 - Languages / Certifications
 - Honors / Awards
 - Professional / Community Involvement
- Do not include personal information
 - What is personal information?

Step 2 – Proper Layout & Heading

Use the proper résumé layout for **YOUR** needs:

- **Reverse-Chronological:** most common
 - **Functional:** for lack of related work experience OR gaps in employment
 - **Targeted:** used for a specific job target often for those with extensive career experience
- ✓ Avoid the use of résumé templates – **WHY?**

Step 2 – Proper Layout & Heading

Information Heading: contact information

- Name
 - ✦ complete and formal – including middle initial
- Mailing address including city, state & zip code
 - ✦ check format, capitalization and punctuation
- Contact phone
 - ✦ only one phone number
- E-mail address
 - ✦ professional, remove hyperlink

Review for completeness, proper grammar, spelling, and accuracy

Step 3: Skills Summary or Personal Profile

Both statements can be used on résumé to relate to target career, target employer, introduce key skills, and express interest in a position

- **Skills Summary**: used to highlight specific hard and/or soft skills
- **Personal Profile**: used for individuals with more extensive career experience

Step 3: Skills Summary or Personal Profile

Look for Key Words in job description

- ✦ Self-Management Skills: How you manage yourself
- ✦ Job-Related Skills: Directly related to a specific industry
 - May not be useful in a career field change
- ✦ Transferable Skills: Can be transferred between industries
 - Customer Service

See Skills Handout

Step 4: Education

When listing Educational Institution:

- PROPER school name
- City and state of school ONLY
- Professional degree title
- Date of graduation (Month/Year)

When listing Education:

- List GPA and Attendance percent if 3.5 / 95% or better
- List any awards received
- List skills learned most relevant to target job
- List classes relevant to position

Step 4: Experience

When listing Work Experience:

- Company name
- City and state of company ONLY
- Job title – **EVERY** job has a title
- Dates of employment (Month/Year) – **WHY?**

When listing Job Duties:

- Be as specific as possible – start with action verbs
- List skills most relevant to target job FIRST
- Quantify when possible – **USE NUMBERS**
- Remember word tense
 - ✦ If you no longer work there it is **past tense**

Step 4: Skills, & Accomplishments

Soft skills: people skills necessary when working with others in the workplace

Employers want employees who are:

- Reliable
- Team players (can lead or follow)
- Good communicators (#1 thing employers look for)
- Able to get along well with others

SEE SLIDE 8

Step 5: Review the Completed Résumé

- Review your information heading for complete and accurate information
- Review skills summary or personal profile
 - Ensure it introduces reader to who you are
 - Encourage reader to learn about your specific knowledge, skills, abilities, and key accomplishments
- Review appropriate and proper résumé layout
 - Easy to read font style & size
 - Bold, italicize, & underline for emphasis only

Step 5: Review the Completed Résumé

- Review education, experience, skills, and accomplishments
 - Be sure to include company name, location, job title, dates of employment (month/year)
 - List major responsibilities
 - Ensure action verbs start each bullet point
 - ✦ NOT complete sentences
 - Review verb tense – be consistent
 - Check spelling and grammar

Step 5: Review the Completed Résumé

- **Professional Presentation**

- No photos, birth date, marital status, SSN or hobbies
- DO NOT list “References Available”
- 8½ x 11 inch, letter-sized paper – black ink only
- Single sided - if more than one page, information heading should be on both pages
 - ✦ Do not staple documents together

When you think it's perfect ...Have
several individuals review it!!

SHARING YOUR RÉSUMÉ

- Start with a perfect résumé
- Have 4 Different Electronic copies available:
 - Microsoft Word
 - Plain Text
 - Rich Text
 - PDF (portable document file)
- Resume Reading Computer Software:
 - Used when employers use special software to search resumes based on key words
 - Indicator: Plain Text / Rich Text
 - A human may never SEE your resume

TIPS FOR SPECIAL CIRCUMSTANCES

For gaps: identify a skill you learned during the gap and list as you would other jobs, but be prepared to answer questions about the gap

Ex-offender: list jobs you held, skills you learned, and education while incarcerated

Be honest:

- Do not lie on resume or employment application – **WHY?**
- Check “yes” / Write “will explain during interview”
- **What is the difference between a resume & an application?**

Questions

