

## 7.2 Resume Writing

## Objective

Create, format, and distribute a complete resume that accurately represents your skills, experience, and educational background



**Q.** What is a resume?

A document that summarizes your skills, experience, and educational experience

Employers look at resumes to find qualified employees



**Q.** Who needs a resume?

EVERYBODY who wants a job needs a resume!

**Q.** Why is a resume important?

It is the first step to getting an interview.



**Q.** How have resumes changed with technology?

Resumes are **created** and **distributed** using computers.

- Q. What makes a resume "good?"
  - A good resume should tell your story
  - Concise and easy to read



**Q.** How long does an employer typically look at a resume?

Less than one minute!



## Anatomy of a Resume



## Part 1: Contact Information

#### [FIRST NAME] [LAST-NAME]

[Permanent Address]

[Phone number]

[E-mail]



## **Professional Email Address**

ChunkyMunky3@mail.com	MiguelAGuzman@yahoo.com
<u>iHatework@yahoo.com</u>	Fred.scharpling@gmail.com
hawtleggzzzz@att.com	cbloom@gmail.com



# Part 2: Professional Summary or Career Objective?



## Professional Summary

- Highlights your 3-4 best qualities
- Offers a snapshot of your career and areas of expertise
- Preferred by most employers today

#### **Career Objective**

- One sentence statement of employment goals
- Desired job title, industry, environment
- Good for job-seekers without a lot of experience

### Paragraph

Experienced bookkeeper with proven proficiency handling complex accounting in a large international corporation. Utilize strong communication skills with expert ability to manage staff. Effectively prioritize multiple projects and meet deadlines.

#### **Bulleted List**

- •Experienced and motivated Administrative Specialist for major hospital
- •Exceptional analytical skills, and detail oriented
- Optimize policy implementation through innovative communication strategies

## Part 3: Work Experience

Dates worked

Name of Employer

**Position** 

Location

**Duties and Achievements** 

#### Chronological

#### **Functional**

May 2010 to present

Texas State Library, Austin, TX

**Library Assistant** 

- Assist patrons with research questions and locate resources
- Catalog materials in database
- Implement community literacy outreach programs

June 2008 to March 2010

Java-va-voom Coffee, Austin, TX

Barista

- Prepared food and beverage orders and served customers
- Developed customer relationships
- Performed accurate cash handling functions

**Communications:** Executed international public relations campaigns. Represented department in meetings. Prepared annual reports.

**Customer Service:** Handled customer concerns and complaints. Resolved high volume of weekly customer inquires Expertly sliced pastrami according to customer preference.

#### **Present**

Maddox Consulting

Nome, AK

**Vice President** 

**Past** 

Flannery and Sons Imports N

Mobile, AL

**Communications Director** 

Joe's Deli

Hackensack, NJ

**Cured Meat Engineer** 



# Part 4: Educational Background

#### **School Name**

Dates attended (optional)

Location

Degree

# Part 5: Other Skills and Experience

Other Skills: Computer, Technical, Languages

Other Experience: Volunteer, Internship, Professional Organizations, or any other relevant experience

## Resume Strategies

## Write a Resume

- Concise
- Quantifiable
- Keywords
- Research
- Detail-oriented

- Spelling
- Accuracy
- Audience
- Word-choice

## **Make it Look Pretty**

- Bullet Points
- White Space
- Font
- Style
- Margins

- Margins
- Headers
- Spell Check
- Consistency
- Easy to Read

#### JORDAO MORENO

1414 Elm Drive ♦ Philadelphia, CA 02710 ♦ (714) 555-0155 ♦ some... \*\*example.com

#### HUMAN RESOURCES GENERALIST

- Certified Professional in Human Resources (PHR) with a pullional state certification in California (PHR-CA) offering a 13-year HR career distinguished by commended purformance and proven results.
- Extensive background in HR generalist affairs, including experience in employee recruitment and
  retention, staff development, mediation, conflict resolution, benefits and compensation, HR records
  management, HR policies development and legal compliance.
- Demonstrated success in negotiating win-win compromises, developing teambuilding program and writing personnel manuals, corporate policies, job descriptions and management reports.

PROFESSIONAL EXPERIENCE

TREY RESEARCH — Los Angeles, CA

Provides voice and data communications systems for small and mid-sized companies

HR Generalist, 2005 to Present

Bullet

points make

your resume

easy to scan

Choose a

clear

professional font

- Played a key role in ensuring the successful launch of Los Angeles office Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
- Fostered a teamwork/open-door environment conducive to positive dialogue actors the
  organization. Personal efforts were cited as the driving force behind branch's employee-retertion
  rate of 89% within an industry where high turnover is the norm.
- Negotiated approximately 50 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and non-exempt level.

CONTOSO, LTD. - Lake Forest, CA

Leading home healthcare company employing 4,500 professionals.

HR Representative, 2000 to 2005

HR Assistant, 1995 to 1997

- Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
- Devised creative and cost-effective incentive and morale-boosting programs including special
  events and a tiered awards structure) that increased employee satisfaction and productivity.

EDUCATION & CERTIFICATIONS

WALNUT TREE UNIVERSITY - Brookville, CA

Bachelor of Arts (BA) in Psychology (with honors), 1997

**HR Designations** 

- PHR-CA (Professional in Human Resources with CA state-specific certification), 2004
- PHR (Professional in Human Resources), 2002

#### Of Note

#### Professional Development:

 Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation and workplace safety/security.

#### Affiliations:

- Society for Human Resource Management (SHRM)
- \* Staffing Management Association (SMA) of Southern CA

Bold fonts highlight important details

Sections are divided clearly with lines

White space can guide reader's focus





## But don't do these!

- Lie
- Use multiple fonts
- Pictures
- Personal details
- Salary requests
- Typos

- Unprofessional Email Address
- More than 2 pages
- Overuse abbreviations

## 21st Century Resumes

## **Common Formats**

- Microsoft Word Document
- Printable Document Format (PDF)

## Sending your Resume

- Send as an email attachment
- Submit over website
- Post on online job board
- Which format should you use?