

# Creating a Winning Resume

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# Non Visual First Impressions Mean a Lot Too



A good Resume gets you a foot in the door, its up to you to sell yourself in person!

# What is a resume?

- ▶ A résumé or resume is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education. [Wikipedia](#)

# Resume Do's!

- ▶ Contain an Objective Statement
- ▶ Customizable for each job
- ▶ Pleasing to the Eye, Easy to Read!
- ▶ Lists skills, employers want to know what you can bring to their company.
- ▶ Relevant to the Job. It should fit with the job you are applying for.

# Do's Continued

- Keep your resume to 1-2 pages
- List education and work experience in reverse chronological order
- Put your resume, cover letter, and references on professional style resume paper
- Proofread
- Have your resume critiqued by someone 2 eyes are better than 1
- Make it relevant and focus on skills/accomplishments

# Resume Don'ts!

- Grammatical and spelling errors
- Unprofessional (check your email address)
- Too much info (overly wordy)
- Irrelevant information
- No objective statement
- Lengthy paragraphs
- Personal information
- Leave a large amount of white space

# Resume Sections- Education

- ▶ Degree
- ▶ Graduation date
- ▶ High School/College or University
- ▶ Location
- ▶ Minors
- ▶ GPA

# Resume Sections- Experience

- ▶ Job title
- ▶ Dates of employment
- ▶ Employer
- ▶ Location
- ▶ Be sure to include duties, skills learned, and accomplishments
- ▶ No set number of bullets to use
- ▶ Avoid “I” statements
- ▶ Begin with action verb



# Resume Sections- Other

- Certifications/Licenses
- Computer or technical skills
- Honors/Awards
- Volunteer Experience
- Extra-curricular activities
- Professional organizations
- Professional development
- Presentations
- Military Service

<https://www.mass.edu/gearup/documents/WritingaResume.pdf>

# How to Successfully Apply Online

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# Universal Parts of Job Applications

- ▶ Personal Information
  - ▶ Name, address, citizenship
- ▶ Work History
  - ▶ Where you have worked before, what your job skills are
- ▶ Education
  - ▶ All education should be listed, including one time workshops and technical schools, even if not completed
- ▶ Awards, Certifications

# Additional Parts of the Application Process

- ▶ May include specific demographic information about race, ethnicity, etc.
- ▶ May include consent and release for drug testing

**E.E.O.**

The Federal Equal Employment Opportunity Commission requires us to monitor employment and referral. The data requested on this form will only be used for information and reporting purposes. In no case will it affect a hiring decision or tenure of employment. Submission of information is voluntary.

*(PLEASE PRINT)*

Date \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_

Referral Source:

Advertisement     Friend     Relative     Walk In     County Web Page

Other \_\_\_\_\_

Personal Data:

Male     Female    Date of Birth: \_\_\_\_\_

Race/Ethnic Group:

White     Black     Hispanic     American Indian/Alaskan Native     Asian/Pacific Islander

# Tips for Completing Job Applications

- ▶ Be honest in your answers
- ▶ Apply for a specific position, even if its not currently open
- ▶ Leave no blanks – write N/A for “not applicable”
- ▶ Salary-Go with a range if you can

# Tricky Application Areas

- ▶ Criminal Record
  - ▶ Legal Question: conviction only
  - ▶ Illegal Question: arrest or imprisonment
  - ▶ Be honest! Be specific to what the question that is asked.
- ▶ Work History
  - ▶ List all jobs, even part time ones, so that gaps are filled
  - ▶ List self employment between full time jobs, if applicable
  - ▶ Volunteer positions in between full time jobs

Avoid the word “fired,” if applicable, use “terminated” or “irreconcilable differences”

Thank You.

