

Developing an Effective Resume



Training Objective

Task: Develop a WORKING resume to document your Leadership and Service Learning experience to date.

Condition: Given a block of instruction from Career Services, combined with online resources and supplemental instruction including [The Resume Construction Guide \(with cadet samples\)](#) and The Resume Builder Tool in hireLINK.

Standard: Upload a starting resume in your [hireLINK account](#). Once you have a final edit, make it accessible to employers in Resume Books.

Introduction

- ▶ What is a Resume and what should it contain?
- ▶ Why this course is being taught now?
- ▶ Why is a resume important?
- ▶ When should it be used?
- ▶ How do I develop a resume?
 - ▶ Leadership & Service Learning
 - ▶ Format Matters
- ▶ Scenarios
- ▶ Conclusion

Career Planning Timeline			
FRESHMEN	SOPHOMORE	JUNIOR	SENIOR
1ST YEAR GRADUATE STUDENT		2ND YEAR GRADUATE STUDENT	
<p>EXPLORE:</p> <ul style="list-style-type: none"> • Identify skills, interests, and values • Complete online career assessment • Set short and long term career goals • Begin exploring career options • Become familiar with Career Center resources <p>PREPARE:</p> <ul style="list-style-type: none"> • Discuss your career plan with mentors, family, friends and professors for different perspectives • Get involved in student organizations/activities and volunteer <p>ENGAGE:</p> <ul style="list-style-type: none"> • Search for a summer job and/or internship 	<p>EXPLORE:</p> <ul style="list-style-type: none"> • Review short and long term career goals • Explore and research career options <p>PREPARE:</p> <ul style="list-style-type: none"> • Update/construct resume • Create account with our online job board • Research graduate/professional schools • Begin developing your professional network by seeking mentors, alumni, and others for advice • Conduct informational interviews and set up job shadow opportunities to learn more about fields of interest to you <p>ENGAGE:</p> <ul style="list-style-type: none"> • Search for a summer job and/or internship 	<p>EXPLORE:</p> <ul style="list-style-type: none"> • Continue to explore and research career options <p>PREPARE:</p> <ul style="list-style-type: none"> • UPDATE: resume, online job board account and career goals • Create a general cover letter • Organize reference page • Expand your network • Narrow graduate/professional school search and practice entrance exams • Develop job search strategy and a back-up plan • Practice interviewing <p>ENGAGE:</p> <ul style="list-style-type: none"> • Search for internships and summer jobs 	<p>PREPARE:</p> <ul style="list-style-type: none"> • UPDATE: resume, reference page, online job board account, job search strategy and career goals • Practice and hone interview skills <p>ENGAGE:</p> <ul style="list-style-type: none"> • Engage in full-time job search / apply for graduate school (and take entrance exams) • Evaluate offers and follow-up <hr/> <p>• After contracting with the military, accepting civilian employment and/or graduate school, prepare for life after college</p>

What is a resume and what should it contain?

A student resume gives a potential employer an easy-to-understand timeline. It is a tool for you to highlight your experiences. It is a guide to sell yourself to a potential employer

- ▶ Header
- ▶ Objective (optional)
- ▶ Education
- ▶ Skills
- ▶ Work Experiences
- ▶ Internships
- ▶ Leadership & Volunteerism
- ▶ Honors & Activities
- ▶ Interests (optional)

Why is a resume important?

- A resume is a guide of what you would like to share about yourself with an organization of your choosing.
- The majority of employers use a resume as a screening tool to determine who makes it to an interview.
- Resumes usually get scanned (either by human eyes or with an ATS) 1st.

Figure 1: Employers rate the importance of candidate skills/qualities

Skill/Quality	Weighted average rating*
Ability to work in a team structure	4.55
Ability to make decisions and solve problems	4.50
Ability to plan, organize, and prioritize work	4.48
Ability to verbally communicate with persons inside and outside the organization	4.48
Ability to obtain and process information	4.37
Ability to analyze quantitative data	4.25
Technical knowledge related to the job	4.01
Proficiency with computer software programs	3.94
Ability to create and/or edit written reports	3.62
Ability to sell or influence others	3.54

*5-point scale, where 1=Not at all important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important

Source: *Job Outlook 2014*, National Association of Colleges and Employers

Why is this course being taught right now?

Developing a resume early in your college career helps with preparation & planning. To date, you have already been involved in things you have forgotten about. Writing them down will help you not lose track of the information.

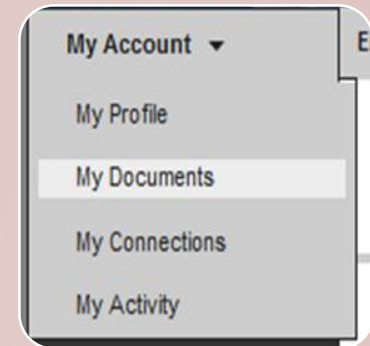
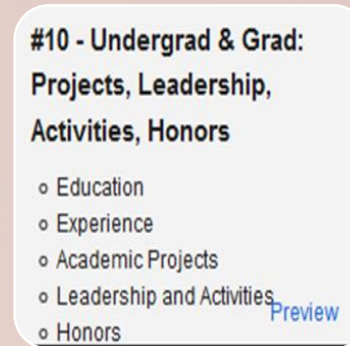
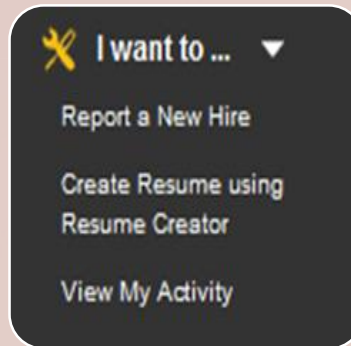
- Documenting your leadership skills now will help you understand your strongest skills and accomplishments
- It will help prepare to communicate your current capabilities and future potential
- It MAY help you see what you are missing to get to the next step in your career plan.

When should a resume be used?

- ▶ Internships
- ▶ Summer Jobs
- ▶ Star of the West applications
- ▶ Scholarship Applications
- ▶ Study Abroad
- ▶ Rank Boards
- ▶ Volunteer Service
- ▶ Military Service
- ▶ As a guide to prepare you for an to interview



How to develop a Resume



Visit your hireLINK account found @The Career Center Website.

Log in and click on "Create a Resume using Resume Creator."

Pick a template that you like and fill in as many blanks as possible.

Upload the resume to my documents once it has been edited and reviewed.

Leadership & Service Learning

CITADEL A. CADET

123 Moultrie St. • Charleston, SC 29409 • (555)555-5555
student@citadel.edu

Objective
Seeking a business internship for summer 2015.

Education

The Citadel, Military College of South Carolina May 2018
Bachelor of Science, Biology
Minor: Business Administration

James Island Charter High School May 2014
Honor Roll Student Athlete (Track & Field); National Honor Society Member; Yearbook Staff

Leadership

The Citadel – Leadership Training; Charleston, South Carolina Fall 2014-current

- Cultivated disciplinary and organizational skills by maintaining the military lifestyle and exceeding expectations of the 24/7 daily training schedule
- Fine-tuned time management and self-disciplinary skills through strict adherence to rules, regulations, and orders designed to achieve high expectations and daily accountability
- Participated in weekly teambuilding exercises to enhance accountability and perseverance including Spirit Runs and Guard Duty
- Adhered to honor code and supported The Citadel's core values: Honor, Duty and Respect

The Citadel - ROTC TRAINING; Charleston, South Carolina Fall 2014-current

- Developed leadership and discipline skills through weekly, formal, military education and physical training including: rules of engagement and professional communication
- Advanced skills related to decision-making, problem-solving, and physical fitness

Volunteer Work and Extracurricular Activities

SHARE Project Enhanced leadership skills through civic engagements at local elementary school; supported and mentored at ABC Elementary School; worked with a team of students to show the value of heroism

Greater Issues Exposed to current events and dignitaries as they deliver messages regarding current events, inspirational messages, and leadership topics

Enrichment Seminars

Academic Projects and Interests

Research Project at JICCHS: "The use of Technology on Brain Development."
Member and leader for The Fellowship of Christian Athletes (HS)

Skills and Relevant Coursework

<i>Attendance and Scheduling</i>	<i>MS Excel</i>	<i>Peer Counseling</i>
<i>Business Communications</i>	<i>Conflict Management</i>	<i>Leadership Development</i>

- Leadership Development Training
- SHARE (Freshman Leadership Day)
- Sophomore Service Learning
- Academic Project
- Leadership positions
- Teams & Clubs
- ROTC Training

Format Matters

**Most career related professionals agree –
Format is ONE OF THE MOST important parts of your resume
for the 1st viewing**

It must USUALLY be:

1. Formatted so items are easy to find
2. Look nice enough to SCAN quickly (5 seconds)
3. Typically one page for most degrees (but there are exceptions)
4. Consistent in grammar, fonts, and bullets

If not formatted in a consistent manner, a resume may never get reviewed by the person who is doing the hiring.

Scenario

- ▶ Cadet X is in Business Administration, he learns that a large company is coming to Resume Blitz this Friday.
- ▶ While he isn't really interested in working for that company, he uses the opportunity to get a professional HR executive's feedback on how he can strengthen his resume.
- ▶ He gets some very specific feedback and tweaks his document to prepare for applying for a job over Christmas Break.

Scenario

- ▶ Cadet X starts a resume to help highlight his leadership ability. He asks for The Career Center's help learning to connect with alumni in his hometown.
- ▶ Over winter break, he uses his time to set up an informational interview with an alumnus working with a company in his hometown.
- ▶ The alumnus asks the student during the conversation, "Do you have a resume to leave with me?"
- ▶ The student asks for feedback on how he can strengthen his resume to apply for a position with the alumnus' company and emails his resume (AFTER he make the recommended changes).

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INFORMATIONAL INTERVIEWS

Tips & Guidelines



Scenario

- ▶ An important group of dignitaries are visiting campus.
- ▶ Cadet X is one of the students tasked with being a campus tour guide for the group.
- ▶ She has an Air Force contract. She is not concerned with getting a summer internship. She has worked in food & beverage each summer.
- ▶ The dignitaries all work in HR with a large companies in Silicone Valley, CA (close to Cadet X's hometown). The dignitary asks the student to please follow up and to send her resume to them ASAP.
- ▶ The student lands a very high-profile, high-paying internship making over double what she has made for the past 2 summers. Additionally, she has made contacts that have told her, if she chooses not stay in the Air Force, she can come to work for them in the future.



How does this apply to life after The Citadel

The resume you develop now should be considered a working document.

- ▶ Use this to start thinking about applying to summer internships related to your desired career path.
- ▶ You should continually add/remove items as you travel through your career as a student (removing less important, older experiences and achievements and adding more current and relevant items).
- ▶ Your junior year, you should start polishing and developing a more professional resume to use to apply to the organizations you want to work for post-graduation.



think forward

Conclusion

The purpose of a resume is to help you document and develop a guide of what you would like to share about yourself with an organization of your choosing.

Action Items:

- ✓ Create and upload your resume to your hireLINK account found on The Citadel Career Center Website.
- ✓ Access one of the MANY RESUME resources on C3 website like: Resume Construction Guide for samples.
- ✓ In hireLINK, go to “My Account” > “My Documents”> “Resumes” >”Add” to make resume viewable to employers (once it has been edited and/or reviewed)
- ✓ Use C3 drop-in 1-3pm/Mon-.Thurs. & Resume Blitz 12:30-2:30 Mark Clark Hall for help

Recommendations/feedback for improving this class?