

# Dual Career Partners



LAYING THE GROUND WORK FOR A  
SUCCESSFUL SEARCH

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# Welcome & Introductions

## Facilitators....

- **Lauren Ratcliff**, Dual Career and Relocation Specialist
- **Justine Sailors**, Dual Career and Relocation Specialist
- **Michelle Jansen**, Assistant Director, Human Resources





Facilitator: LAUREN RATCLIFF

# WRITING YOUR BEST COVER LETTER AND RESUME





# Preparing for a Cover Letter

Some **Applications** require...

## PREPARING YOUR COVER LETTER

- It can be **challenging!**
- It is an **opportunity** to explain how your values, goals, and experience align with the position and/or unit along with how you fulfil the job requirements
- It should include a **strong reason** why the employer should want to **meet** and **hire** you
- Don't forget to share why you are interested in that **employer**
- Each letter should be unique and **targeted to the specific position** you are applying for





# Writing a Resume

## Formats...

### CHRONOLOGICAL

- Captures work experience history by date
- Shows the **progression** of career
- **Preferred** format for hiring units at Purdue

### FUNCTIONAL

- Focuses on **skills and experience** rather than chronological work history
- Often used by individuals making a **career change**





# Writing a Resume

## Resume Breakdown ...

### HEADING

- Include full name, phone number, email address, current address\*
- Be sure all information is accurate and update as necessary
- \*New trend- removing street address

### HEADING EXAMPLE

**Purdue Pete**

(123)456-7890

boilerup@gmail.com

1212 Stadium Avenue, West Lafayette, In 47906

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**Purdue Pete**

(123)456-7890

boilerup@gmail.com

[www.linkedin.com/in/Purdue-Pete](http://www.linkedin.com/in/Purdue-Pete)



# Writing a Resume

## Resume Breakdown ...

### OBJECTIVE

- **Optional** category indicating the type of position you are seeking and why
- Often **includes the position you are applying** for and reasons you would be a fit

### PROS:

- Shows the skills you have and hope to use in next position
- Shows employers that this is the job you want

### OBJECTIVE EXAMPLE

*To obtain the position of Business Manager, Biological Sciences, at Purdue University where I can maximize my project management, financial analysis, and customer service skills.*

### CONS:

- Possible mistakes if applying for multiple jobs
- Statement might not be “one size fits all”



# Writing a Resume

## Resume Breakdown ...

### SUMMARY OF QUALIFICATIONS or EXECUTIVE SUMMARY

- Great **alternative** to an objective statement
- Profile of your skills, abilities, and outstanding accomplishments
- Excellent for those with a significant amount of work experience
- Great place to highlight computer skills and/or specific software experience
- If bilingual, a great place to showcase those skills







# Writing a Resume

## Resume Breakdown ...

### SUMMARY OF QUALIFICATIONS EXAMPLE

- Learns new concepts quickly, works well under pressure and communicates ideas clearly and effectively to diverse audiences and stakeholders.
- Strong communication, leadership, mentoring, teamwork and group process skills.
- Effective communicator with colleagues, partners and stakeholders within the community.
- Flexible and resourceful in the workplace.
- Creative problem solver.
- Knowledge of educational methods and can effectively communicate and teach program specific material.
- Skilled with computer technology in preparing reports, presentations, data analysis, email and internet applications.
- Proficient in Microsoft Office products including Word, Excel, PowerPoint, Outlook, Access
- Bilingual, English and Spanish



# Writing a Resume

## Resume Breakdown ...

### EDUCATION

- List degrees in reverse chronological order
- Include institution's full name and location
- Graduation date
- Degree earned
- \*\*Optional- Special awards or honors (ex: Dean's List)

### EDUCATION EXAMPLE

**Purdue University**, West Lafayette, IN  
Bachelor of Science in Organizational  
Leadership and Supervision, May 2008  
Dean's List, Semester Honors



# Writing a Resume

## Resume Breakdown ...

### WORK EXPERIENCE

- Information from the **last 10 years or so** is important
- Provide company name, job title, city and state, dates of employment
- Employment dates should include **month and year**
- Use **action-oriented words** to describe your strengths, skills, and accomplishments in each position





# Writing a Resume

## Resume Breakdown ...

### RELATED OR ADDITIONAL EXPERIENCE

- Part-time jobs
- Extensive volunteer work
- Military service
- Self-employment
- Research projects, etc.





# Writing a Resume

## Resume Breakdown ...



### HONORS, ACTIVITIES, RESEARCH, PROFESSIONAL AFFILIATIONS

- Volunteer Work
- Committees Served
- Community Involvement
- Awards Received





# Writing a Resume

## The Perfect Resume...

- The Business Insider shares an article giving an example of the “Perfect Resume” for a mid-level employee
  - [The Perfect Resume](#)
- Helps reader understand **what your role was**.
- Highlights major **accomplishments**.
- Detailed, yet thoughtful. **Not limited** to one page.
- This LinkedIn article talks about avoiding the bottom of the pile by using the **STAR method**
  - [Avoid the Bottom of the Pile](#)





# Writing a Resume

Avoid these common **mistakes**...

- The **objective** is tied to a specific job title
- Not enough details within the work experience section
- **Restricting** your resume to **one (1) page**
- Poor formatting, spelling, and grammatical errors
- Use of **pronouns** (avoid whenever possible)
- Including **personal information** such as social security #, gender, age, marital status, photo, and /or hobbies





# Writing a Resume

## Things to remember...

- Professional formatting makes an impact
  - Important to consider the types of information on the top ½ of your 1<sup>st</sup> page (a place to showcase skills and/or experience)
- Be sure to tell your professional story honestly and accurately
- Be prepared to discuss anything in the interview that is on your resume
- Proofread! Proofread! Proofread!







Facilitator: LAUREN RATCLIFF

HOW BEST TO CONDUCT  
YOUR SEARCH AND A DEEPER  
LOOK INTO PURDUE'S  
EMPLOYMENT PROCESS





# Searching for the job you want

## Finding Job to **apply** ...

- Research the employment landscape in your area
  - Who are the “major players”?
  - What organizations should you be targeting?
  - What departments or units?
- Research company websites
- Connect with appropriate contacts on LinkedIn





# Searching for the job you want

Finding Job to **apply** ...

## Informational Sites

- [GLC Business Directory](#)
- [Home of Purdue.com](#)
- [O\\*Net](#)
- [Bureau of Labor Statistics](#)

## Job Search Sites

- [Indeed.com](#)
- [Glassdoor.com](#)
- [LinkedIn](#)





# Searching for the job you want

## Finding Job to **apply** ...

- Research the position and organization before submitting your application
- Read the job descriptions/qualifications carefully and apply when appropriate
- Apply through company websites and follow instructions carefully
- Follow up when you can, but do so appropriately





# Purdue's Employment Process

## A Deeper look...

- Positions must be posted for 5 business days
- Applications are reviewed by a Purdue recruiter
  - Minimum requirements met
  - Responses to prescreening questions
  - All must be supported by resume
- Review by Hiring Manager
  - Managers oversees interview selection/process
- Timelines/Feedback Expectations

<http://www.purdue.edu/hr/careers/>





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# SELECTING THE VERY BEST TO INTERVIEW





# INTERVIEW SELECTION

## Activity...

- Break into groups
- Review the Application Material
- Select your **TOP 3 CANDIDATES** to interview based on the provided job description
- Be prepared to explain your selection

