



OSU Career Services Resume Building

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Career Coordinator

360 Student Union

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Career Services Philosophy

Give a man a fish...



Teach a man to fish...



VS.



We give you the **tools** and teach you **how to find** employment.

How do we do this?

- Resources
 - HireOSUgrads.com
 - Job database (Hire System)
 - Other job sites
 - Career fairs
- Consultations
 - Resumes
 - Cover letters
 - Practice (mock) interviews
 - General career advice

What kinds of opportunities are there?

1. Part-time jobs on campus
2. Internships (usually during the summer)
3. Full-time jobs after graduation

THE RESUME

Why a Resume?

- Requested by most employers, graduate schools and scholarship applications
 - Well-written resume will help you move to the top
 - A great resume is a tool to get your foot in the door and get an interview

What is a Resume?

- Concise, attractive marketing tool
 - Summarizes experience, skills, accomplishments, and academic background relevant to employment objective
 - 1 to 2 pages maximum
 - Does NOT include age, marital status, race, religion, or pictures
 - Self-promotion is EXPECTED!

BUILD YOUR OWN RESUME

Header

Sample

Pistol Pete

1898 Princeton of the Plains
Stillwater, OK 74075

405-412-8351
pistol.pete@okstate.edu

- Name: bold & large font
- Email
 - Professional
- Phone Number
- Physical Address

Objective/Qualifications

Sample

Summary of Qualifications:

- More than 2 years of experience in customer service and retail sales
- Strong leadership and management abilities
- Thorough experience using sales point software, Adobe applications and social media

- Remove “objective” section
- Use Qualifications/Summary section instead
- Tailor to a specific job
 - Use similar keywords that are found in the job posting

Education

Sample

EDUCATION:

Bachelor of Science in Business Administration

Anticipated: May 2016

Minor: Finance

Oklahoma State University Stillwater, Oklahoma

GPA: 3.2

- *Received Oklahoma Student scholarship*

- No high school
- Degree receiving at OSU, major, and date awarded
 - GPA if it is above 3.0
 - Can put scholarships in this section or under “awards section”

Experience

Sample

EXPERIENCE:

Server, Eskimo Joes

May 2013 - Present

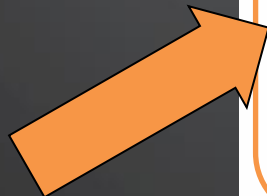
Stillwater, Oklahoma

- Provided quality customer service by serving guest in a timely and courteous manner
- Responsible for the accuracy of financial transactions for assigned tables
- Maintained visual appearance of the restaurant by cleaning areas

- Include all significant work experience in reverse chronological order
 - Paid, unpaid, internships, field experiences and student teaching
- Include job title, employer, location, dates and accomplishments

Experience Continued

- Start job duties with an action verb
- Include your responsibilities along with the skills you used in completing the job



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Summary of Qualifications

- Extensive experience developing and implementing new programs
- Experienced with office and time management
- Ability to work in and with diverse groups

Education

Master of Science in Intercultural Studies Oklahoma State University Stillwater, Oklahoma Thesis: Proper Techniques to Rope and Ride Broncos on the Western Plain	Expected	May 2011 GPA: 4.0
Bachelor of Arts in Gun Fighting Oklahoma State University Stillwater, Oklahoma		May 2007 GPA: 3.2

Experience

Graduate Assistant Oklahoma State University Career Services	September 2008 – Present Stillwater, Oklahoma
<ul style="list-style-type: none">- Provide individualized career advice, resources, and information to students with specialized needs- Present specialized career workshops to student groups- Assist students in development of resumes, CVs, correspondence letters, and interviewing skills- Participate as support staff for campus Career Fairs and complete special projects- Maintain detailed records of student interaction using C3M	
Associate Director of International Cowboy Recruitment Incoming Cowboy Organization at Oklahoma State University	May 2005 - June 2007 Stillwater, Oklahoma
<ul style="list-style-type: none">- Assisted international students adapt to cultural and academic setting- Organized and taught cultural and cowboy language classes- Developed, planned and coordinated overseas trips for American cowboys- Prepared and presented weekly language and cultural lessons for international cowboys	
International Intern Incoming Cowboy Organization at Oklahoma State University	May 2003 - June 2006 Stillwater, Oklahoma
<ul style="list-style-type: none">- Created Associate Director Position and developed programs- Set goals for position including budgets and job description- Recruited and organized American students to assist in international cowboy functions	

Activities

Sample

Student Ambassador

Oklahoma State University College of Education

August 2013 – Present

Stillwater, OK

- Recruit potential students to the College of Education
- Serve as student leader and mentor to high school student seeking to enroll
- Consistently work toward the achievement of individual and team goals
- Connect with potential students by making meaningful relationships and sharing knowledge

- List the most important or special activities
 - Make sure you can answer questions about the activity
- Include position held
 - Member, Vice President, etc.

Additional Sections

- Always list the most important first
 - Honors and Awards
 - Technical Skills
 - Languages
 - Leadership
 - Campus Involvement



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Technical Skills

Operating Systems:	Windows (NT, XP, Vista), MS-DOS, Linux, Unix
Programming Languages:	C, C++, Managed C++, C#, Java, Visual Basic, VC++
Formal Specification Languages:	Z, Class-Z, LePUS

Community & Campus Involvement

• North American Cowboy Association	2001 - 2005
• International Rodeo Board Volunteer team leader - (Asia, Africa, Europe)	2000 - present
• Cowboy Mounted Shooting Association	1999 – 2006
• GPSGA	2006 – present
• Community Action	2006 – present

References

- No need to state: “*References available upon request*”
- Create a separate page with matching paper and heading
- 3-5 references (current/former supervisors, coworkers, faculty)
 - Provide title, organization, phone number and email address

Most Common Mistakes

- Too long
- Too brief
- Misspellings, typos
- Poor grammar
- Goofy email address
- High school information
- Disorganized
- Fancy type & paper
- Including an “objective”
- Including pictures
- Use of personal pronouns (I, me, my, etc.)

TOP Things You Need to Know

1. Proofread! Make sure there are no errors
2. Tailor your resume to every position you apply for
3. Keep a “master resume”
4. Summarize your experience
5. Contact information is correct
6. Have it reviewed by a professional

Additional Resume Tips

- Target your search!
 - Instead of sending one resume to 200 employers, send a custom resume to 10-20
 - Focus on what's most important to the *position*
- Employers only look at your resume for a few second
 - The less you list, the more likely it will be noticed
 - Make it concise and organized

WRITING A COVER LETTER

What is a cover letter?

- A short letter you send with your resume to a potential employer
- Purpose:
 - Tell why you want to work for the company
 - Provide additional information on your skills and experience that are RELEVANT to the position
 - Explain why you are the best candidate for the job

Cover Letter Tips

- Concise
- Well-organized
- Focus on the company, their needs, and how you can meet their needs
- Avoid the use of “I”
- Be confident and direct
- 3 to 4 paragraphs in length
- Send an original letter to each employer

Paragraph 1: The Company

- What position?
- Where did you find it?
- Why this company?
- I'm the perfect match!
- I want to be part of your company
- Please accept my application

Paragraph 2: The Position

- How do you fit the job description?
 - You need...
 - I have...

Paragraph 3: The Interview

- Can I have an interview?
- Call me!
- Thank you!

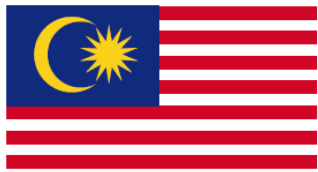
General Career Advice

- Patience and persistence
 - How long is the average full-time job search?
 - 6 - 9 months
- Practice (mock interviews)
- Be enthusiastic
- Be honest and upfront
- Get help! (that's what I'm here for!)

Career Services Resources

- hireOSUgrads.com
 - Resume samples and instructions
 - Cover letter samples and instructions
 - Action verbs list
 - Book an appointment with a career consultant (like me!)
- HIRE System
- Free resume paper and thank you notes
- \$5 business cards and OSU black portfolio

Upcoming Events



October 15
6-7pm
French Lounge
270 Student Union

From Malaysia to Maverick

Come hear the story of Angeline Koh and her journey from Malaysia to the US as an international student. Advice and stories will be shared on how to navigate sponsorship, immigration laws and employment in the US.



OSU Career Services



Details at HireOSUgrads.com

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Questions?

Thank you!

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