

RESUME WRITING WORKSHOP

NEW TRIER CAREER SERVICES

Pop Quiz!

- ❑ What is the initial amount of time an employer takes to review an applicant's resume?

- ❑ Answer:
 - ❑ 15 – 20 seconds minimum
 - ❑ 45 seconds maximum



Making Your Resume Pop



What is a Resume?

- ❑ A marketing tool to sell yourself
 - ❑ Know your audience
 - ❑ Know yourself
- ❑ A “road map” for an interview
 - ❑ Be fully prepared to talk about everything on your resume with examples

Resume Do's

- ❑ Use action verbs
- ❑ Use short, concise sentences
- ❑ Keep resume easy to read – neat and organized
- ❑ Keep resume about one page

Resume Don'ts

- ❑ Do not use pronouns such as I, me, my, etc.
- ❑ Do not clutter your resume with nonessential information
- ❑ Do not make any misrepresentations
- ❑ Do not include personal information
 - ❑ SSN, age, sex, height, weight, marital status, photograph, etc.

Sections of a Resume

The Header

- ❑ What should be included?
 - ❑ Name
 - ❑ Permanent and present address
 - ❑ E-mail address
 - ❑ Telephone number
- ❑ Where should contact information go?
 - ❑ Top of the page

Education

- Institution
 - City, State
 - (Expected) Graduation Month & Year
- GPA:
 - 4.0/4.0
 - Recommended that you include your GPA if it is 3.0 or higher
- Other possible information to include:
 - Relevant Coursework
 - Academic Awards and Honors.

Experience

- ❑ **What is considered experience?**
 - ❑ Full and part-time jobs
 - ❑ Volunteer work
 - ❑ SILC or Senior Project

- ❑ **Information to include**
 - ❑ Organization
 - ❑ Your Job Title
 - ❑ City, State
 - ❑ Month Year - Month Year

Listing Responsibilities

- ❑ Chronological order
- ❑ Use bullet points
- ❑ Start of each line with an action verb
 - ❑ Present tense if currently employed
 - ❑ Past tense if no longer employed
 - ❑ Vary your choice of verbs
- ❑ Tailor skills and experiences to the position for which you are applying
- ❑ Be concise while providing enough detail

Additional Experience

- Leadership, Honors & Awards, Activities/Clubs, Athletics, Community Service (based on your experience)
 - Order by date
 - Do not say *Member of ...*
 - Emphasize your leadership roles
 - Spell out the organization's name
 - Do not use abbreviations or acronyms

References

- Include as a second page
- Who makes a good reference?
 - Current/former jobs
 - Adviser/teachers
 - Coach/sponsor
 - Outside clubs/activities
 - Avoid family and friends