

RESUME WRITING WORKSHOP

Laszlo Pokorny
Physics Teacher
Trenton Central High School
Lpokorny@Trenton.k12.nj.us

What is a Resume?

Your resume gets you an interview, and the interview gets you the job!

- A resume highlights your experience, skills and accomplishments
- A resume communicates your value to the employer
- A resume motivates the employer to interview you



What should you put on your resume?

Keep the following in mind:

- Every resume has a purpose
- Everything on your resume supports that purpose
- The items that best support your purpose should be listed first



Resume Rules

- Be relevant
- Be concise
- Be consistent
- No typing errors (misspellings, etc.)
- Do not list false information



Resume Rules Continued

Consider the Employer's Perspective

- Think of WHO is going to be reading your resume and what THEY are most interested in knowing.
- What skills, abilities, interests, experiences, and personal characteristics do you have that will meet the employer's needs?

Resume Rules Continued

The following information is generally not included on a resume

- Height, weight, age, date of birth, place of birth, marital status, sex, race, health, social security number
- Reasons for leaving previous job
- Picture of yourself
- Salary information
- Religious or political affiliation
- The title 'Resume'

Types of Resumes

ENTRY LEVEL RESUME

- Little or no relevant work experience
- Emphasis on relevant education and skills acquired through coursework and labs
- Employers look for character indicators

PROFESSIONAL RESUME

- Years of relevant work experience

General Guidelines for Resume Format and Content

<p><u>FORMAT</u></p> <ul style="list-style-type: none"> • Single Page • Short Phrases • Indentation & Bulleting • Bolding & Font Sizes • Your name should be the largest font 	<p><u>CONTENT</u></p> <ul style="list-style-type: none"> • Content should relate to your purpose • Check tense of verbs • Proofread for grammar and spelling
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Caution on Resume Templates

RESUME WIZARDS IN MICROSOFT WORD

- Word's Resume Wizards are increasingly popular with students.
- They can help you get started with categories for your resume.
- CAUTION: Formats are not geared towards entry level resumes and the embedded formatting is inflexible.
- FURTHER CAUTION: Since so many people are using Resume Wizards, employers are seeing a lot of resumes that look alike.

Resume Language

USE ACTION VERBS!

Organized	Communicated	Directed
Planned	Created	Assisted
Supported	Initiated	Solved
Reported	Edited	Analyzed
Described	Developed	Managed
Led	Sold	Designed

Resume Language Continued

TIE SKILLS TO CONTEXT

Excellent Communication Skills

vs.

Presented a series of resume and cover letter writing workshops to over 300 students throughout the Fall semester 2007.

Resume Language Continued

USE NUMBERS TO QUANTIFY YOUR IMPACT!

EXAMPLE:

- Conducted presentations for student orientation program

vs.

- Presented 30 information seminars on Rutgers University Student Life to groups of 50 students and parents

Resume Language Continued

USE 'THEIR' LANGUAGE

EXAMPLE:

Prepared gel plates for cell culture

vs.

Prepared growth medium to culture
Arabidopsis cells transformed with tagged
AGPS1 promoter fragment

Note: Do not be afraid to use words from 'their' job description

Resume Categories

- Contact Information
- Objective
- Education
- Relevant Coursework
- Skills
- Honors and Achievements
- Scholarships and Awards
- Leadership Experience
- Certificates and Additional Training
- Computer Proficiency
- Employment History
- Volunteer Work and Extracurricular Activities

Contact Information

- Name (Largest Font On Resume)
- Address, City and State
- Telephone Numbers
- Email Address and Website
 - *You may want to open an email account specifically for your job search. Use appropriate language in your email address. Check your email account regularly.*

Contact Information Example Formats

<u>School Address</u>	SUSAN SMITH	<u>Permanent Address</u>
115 Lincoln Street Gainesville, FL 32607 352-292-1567 ssmith@ufl.edu		152 South Woodcrest Olympia, WA 98501 206-936-1211

SUSAN SMITH
152 South Woodcrest
Olympia, WA 98501
206-936-1211
ssmith@ufl.edu

115 Lincoln Street Gainesville, FL 32607	SUSAN SMITH	352-292-1567 ssmith@ufl.edu
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Objective Statement

- **DEMONSTRATE WHAT YOU CAN DO FOR THE EMPLOYER RATHER THAN WHAT THEY CAN DO FOR YOU!**
- 1-3 sentence summary of your skills and job interest
- Relate your existing skills directly to the job you are seeking.
- *Remember: Everything on the resume should support this purpose/objective.*

Objective Statement Continued

AVOID OVERGENERALIZED STATEMENTS:

- *A position allowing me to utilize my knowledge and expertise in different areas.*

AVOID STATEMENTS FOCUSING ONLY ON WHAT AN EMPLOYER CAN DO FOR YOU:

- *A position where I can gain experience working in biological sciences research.*

MAKE THE STATEMENT AS SPECIFIC AS POSSIBLE:

- *A position that will utilize my education and work experience in engineering and high performance computing to apply towards biotechnology research.*

Education

- Name of school (If you attended more than one school, list most recent education first)
- Major / Minor
- Degree(s) earned
- Dates attended and anticipated graduation date
- GPA (if 3.0 or above)
- Honors / Awards
- Relevant Coursework
- Do not include high school information



Relevant Coursework

- This is for new graduates or current students
- List courses that are relevant to your objective
- Do not list every course, only relevant courses
- Refer to courses by name, not number



Experience

- Reverse chronological order (most recent first)
- Include:
 - Job title
 - Name of company and city/state
 - Do not list address or telephone number
 - Dates of employment (month/year)
- Duties and responsibilities:
 - Think ACCOMPLISHMENTS not just job duties
 - Use bullets
 - Tie in skills required for the position that you are seeking
 - QUANTIFY YOUR IMPACT

Experience Continued

REMEMBER, Experience can be:

- Paid part-time / full-time positions
- Internships
- Volunteer work
- Research projects
- On-campus leadership
- Family business



Skills

- | HARD SKILLS | SOFT SKILLS |
|------------------------|-------------------------|
| • Computer proficiency | • Communication skills |
| • Languages | • Interpersonal skills |
| • Laboratory skills | • Organizational skills |
| • Areas of expertise | • Planning skills |
| | • Work ethic/habits |

COMBINE HARD SKILLS AND SOFT SKILLS, AND ALWAYS GIVE EXAMPLES OF HOW / WHERE YOU HAVE DEVELOPED AND APPLIED YOUR SOFT SKILLS

Additional Sections

- Leadership
 - Rutgers Chemistry Club - President
- Extracurricular Involvement
 - Rutgers University Football Team - Quarterback
- Certifications
 - CPR Certified

References

- Do not include the names and addresses of your references on your resume
- It is enough to state that references are available upon request
- Choose professional references rather than character references. Employers and professors who know your work are the best references.
- Be sure to ask references for permission before listing them

Resume Do's and Don'ts

THE FOLLOWING SLIDES WILL COVER

- Resume Management
- Resume Appearance
- Layout / Formatting
- Writing Style

Resume Management

Do...

- Allow time to perfect your resume (4-5 drafts)
- Get your resume critiqued by others (cooperative education staff)
- Keep your resume up-to-date (6 month rule)

Don't...

- Expect the same resume to work for all jobs
- Use a resume writing service (writing your own resume helps you to identify and communicate your skills and strengths)

Appearance

Do...

- Print the resume in black ink on quality paper
- Use non-decorative serif fonts such as Times, Century and Arial with a size of 10-12 pts.
- Set margins between .75 to 1 inch on all four sides
- Use bold type, underlining, and capitalizations to highlight information

Don't...

- Use justified text blocks which put odd spaces between words

Format / Layout

Do...

- Maintain a consistent format throughout
- Create section headings that market your transferable and/or job specific skills
- List most relevant information at the beginning of each job description and resume section

Don't...

- Have a resume that looks cluttered
- Have a resume with format inconsistencies
- Have too many bullets under a single job listing



Writing Style

Do...

- Write in a telegraphic style (concise phrases)
- Pay attention to verb tense
- Avoid abbreviations and acronyms

Don't...

- Use personal pronouns (I, my, me)
- Use phrases such as 'Duties included', 'Responsibilities included'

Emailing Resumes

- Include your name and the position in the subject line
- Label attachments with your name
- Use formal email communication, i.e. capitalize, punctuate sentences, and maintain a business letter format



Cover Letter Basics

You are just what they are looking for and you have the proof to back it up!

- Specify how you will benefit the employer
- Be as specific as possible with examples

Cover Letters Continued

EMPLOYER NAME

- If the name isn't given, use your research skills to find out the name
- Be sure you have the gender and title correct

Cover Letters Continued

POSITION TITLE

- A good cover letter targets a specific position
- Lack of clarity may lead to the perception that you don't know what you want to do

Cover Letters Continued

USE EXAMPLES

- My excellent financial management skills will greatly benefit your company.
- vs.
- Through my work at Company X, I honed my financial management skills by developing spreadsheets and reporting on cashflow accounts and ledger balances.

Cover Letters Continued

SHOW YOUR KNOWLEDGE OF THE EMPLOYER

- I am interested in working for Company X because of your reputation for quality.
- vs.
- I have been following your decision to pursue portal technology as a part of your communication strategy. I am eager to work for Company X because of your commitment to cutting edge technology.

Cover Letters Continued

COVER LETTER CLOSING

- Indicate that you are looking forward to scheduling an interview
- Indicate that you will follow-up (unless instructed otherwise)

Be sure to follow-up as promised.

QUESTIONS

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Preparing for a Career Fair

- Obtain a list of the attending employers prior to the event
- Identify which employers interest you
- Do research on the employers
- Consider making individual resumes for each employer

Things to Remember for Career Fairs

- Bring several copies of your resume
- Consider making your own business card
- Remember to get the business card of the employer
- Follow-up with a 'thank you' email after the career fair

USE HANDOUTS WHEN CREATING / UPDATING YOUR RESUME

PLEASE CONTACT ME WITH ANY QUESTIONS

THANK YOU FOR YOUR ATTENTION
Laszlo Pokorny
Lpokorny@Trenton.k12.nj.us