



Creating Your Own Dynamic Resume

Objectives

- Function
- First Steps
- Format including essential elements
 - Contact Information
 - Objective
 - Education
 - Experience Section
 - Multiple Experience Sections
- Bullet Points
- Tailoring Your Resume

Functions of a Resume

- Initiate contact with a potential employer
- Provide concise summary of education, skills, and results
- Entice employer to invite you for an interview
- Facilitate Interview – what questions do you want to answer?

First Steps in Building your Resume

- Assess yourself: interests, skills and values- be able to articulate these
- Collect details of work, volunteer, academic, and research “life”
- Research potential employers/ organizations

Traditional Resume Format

(Look at Resume Formatting Checklist)

- Contact Information
- Objective
- Education
- Experience
- Honors and Activities
- Skills

Contact Information

- Name
- Address
 - Current/Permanent
- Phone Number
 - Be sure message is professional
- E-mail Address
 - Keep it professional

Example

PATRICIA L. MAHONE

105 South Maple

Coralville, IA 52241

319.645.0001

pmahone@uiowa.edu

PATRICIA L. MAHONE

105 South Maple
Coralville, IA 52241
319.645.0001
pmahone@uiowa.edu

Patricia Mahone

105 South Maple ● Coralville, IA 52242 ● (319) 645-0001

Patricia Lynn Mahone
Pmahone@uiowa.edu

Present Address

105 South Maple
Coralville, IA 52242
319-645-0001

Permanent Address

123 Oak Drive
Skokie, IL 60000
708-333-4444

Writing Your Objective

- Primarily used for internships
- Time period is important
- Specific for each position applied for
- Type of position you are seeking
- Skills you wish to use
 - What can you offer them, **NOT** what they can offer you

Education

- Name of institution granting you a degree or certificate
- Location
- Degree (s) obtained
- Graduation month/year
- Certificates
- GPA, if above a 3.0

You only need to list institutions from which you received a **DEGREE** or **CERTIFICATE** from

Examples

Example 1:

The University of Iowa, Iowa City, IA
Bachelor of Arts, May 2004
Major: Journalism and Mass Communication
Minor: Political Science
Major GPA: 3.25/4.00

Example 2:

B.B.A., Accounting December 2004
THE UNIVERSITY OF IOWA, Iowa City, Iowa
Cumulative GPA: 3.2/4.0 Major GPA: 3.5/4.0
Course Project: Topics in International Business

A.A., Agricultural Studies May 2002
KIRKWOOD COMMUNITY COLLEGE
Cedar Rapids, Iowa

Work Experience/Skills Section

(reverse chronological order)

- Job Title
- Company Name
- City/State of Employment
- Date Employed (month/year)
- Job Description – Quantify, give skills used and gained, and successes that occurred

Example

Public Relations Intern, Las Vegas, NV

Las Vegas Tribune

Jan. 2005 to May 2005

- Wrote and disseminated 5 newsletters, 3 media advisories, and 10 news releases for clients
- Planned and facilitated 2 marketing events for new client
- Developed a new public relations reporting mechanism used to track and record client data daily

How to Write Bullet Points

(Use Handout: Creating Detailed & Focused Bullet Points for Your Resume)

- **WHO** – Who did your job help? The company? Clients? Customers?
- **WHAT** – What happened with the results of the job? If you did research was that information published? If you had to do a report what was done with that information?
- **WHEN** – When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.

Bullet Points (cont.)

- **WHERE** – Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?
- **WHY & HOW**– Why did you do this? How did your job duties help or add to the organizations ability to function.

Bullet Points (cont.)

- One of the best things you can do is **QUANTIFY**
 - Adding numbers – whether it be money, number of times you did something, or how much of something you accomplished – shows productivity.

PRODUCTIVITY IS ALWAYS TRANSFERRABLE!

How to Write Bullet Points (cont.)

- **TIP:** If you get stumped on how to write your bullet point, break it into its basic duty and then use the **“Power Verbs”** handout
 - Example – if one of your job duties was about communication then you go to that section and pick the appropriate word to start your bullet point

A Word About Bullet Points

- Describe more than just your duties
- Include what **IMPACT** or **CONTRIBUTION** your actions had
- Turn **DUTIES** into **SKILLS**

Examples of Bullet points

This

- Kept inventory
- Called prospective customers
- Coordinated volunteers

Turns into THIS

- Kept daily inventory of over 1000 classifications of medical supplies
- Built client base from 0 to 70 within two months by effectively using cold calling techniques
- Coordinated over 50 volunteers and tabulated donations during fundraisers

Tailoring Your Resume

- A tailored resume shines light on those qualifications a particular employer most wants to see
- Lead with most relevant information first

Tailoring Your Resume (cont.)

- To do this ask yourself these questions:
 - What skills and qualifications is the employer seeking?
 - If I were only able to illustrate 3-5 of my qualifications, which ones would I choose?
 - Of my experiences, which would the employer see as most important or relevant?

Tips for Tailoring

- Generate a “Master Resume” that includes bullet points for all experience
 - Include volunteer, leadership, and part-time experiences
 - Cut and paste the document to create the order to fit the position
- Prioritize information
 - Identify the skills and qualifications the employer is seeking and place the most relevant experience first

Tips for Tailoring (cont.)

- Use descriptive headings
 - Such as Relevant Experience, Leadership Experience, Activities and Leadership Roles, Laboratory Skills, Honors, and Presentations
- Use the language of the industry
 - Abbreviations that are well known
- Organize related information together

Your Dynamic Resume...

- Will be enticing to read
- Begins each job description with a power verb
- Is perfect in spelling, punctuation and grammar
 - have your teacher, parent, or a friend proofread it

Your Dynamic Resume

- Will be formatted to be skimmed easily
- Uses “industry-specific” nouns and avoids jargon
- Uses information relevant to the specific position

Developing Your Resume

- Before typing your resume, utilize the “**Resume Writing Worksheet**” to summarize your thoughts.
- Set up columns and sections to keep your resume neat and clean.
- Utilize similar sized text, but set off words with bold, italics, underline, or capitalization
- Does your resume pass the Quadrant Test or 20-second test?

(See “**Purdue OWL Resume Design Handout**”)