

# 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

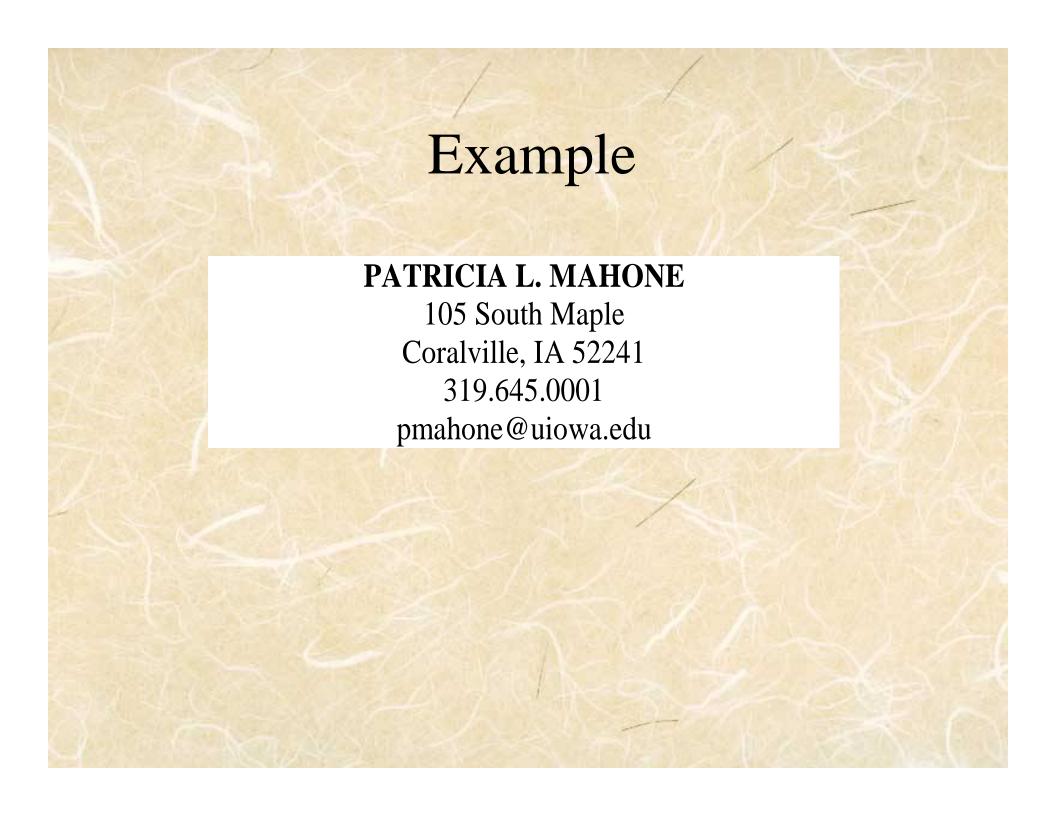
### Traditional Resume Format

(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



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## 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.

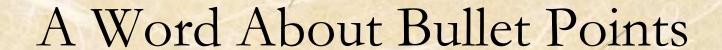
### Bullet Points (cont.)

- 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 <u>productivity</u>.

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



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

# Examples of Bullet points

#### This

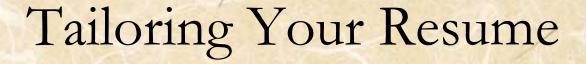
Kept inventory

 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



- 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.)

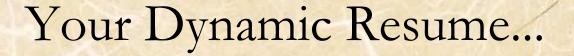
- To do this ask yourself these questions:
  - What skills and qualifications is the employer seeking?
  - If I were only able to illustrate 3-5 of my qualifications, which ones would I choose?
  - Of my experiences, which would the employer see as most important or relevant?

# 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



- 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")