

Basic Resume Writing

Agenda

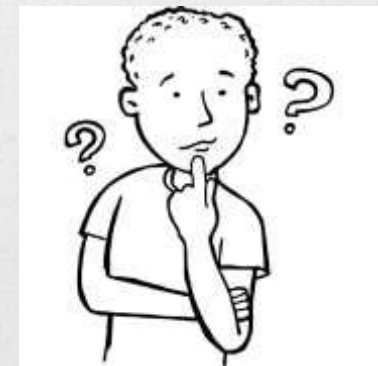
- Getting Started
- Resources
- Types of Resumes
- Developing Your Resume
- Beyond the Resume

Getting Started

Assessments & Planning

Getting Started

- Plan Ahead – Can take 6-12 months
- Assessment
 - Career Type
 - Career Path
 - Location
 - Duration
 - Concerns
 - Priorities
 - Education, Skills, and Abilities



Getting Started

- Assess Current Environment
 - Job Postings
 - Career Fair
 - Company Web Sites
 - Networking



Getting Started

- Develop Your Plan
 - Where am I now?
 - Where do I want to be in 1 year, 5 years, 10 years
 - What do I need to do to get there?
 - Networking
- Resume – Your primary marketing tool
 - Purpose of resume, cover letters, applications, & references
 - Types of resumes
 - Objectives, Career Summaries, Branding Statements, Career Profiles, etc...

Resources

Resources

- Occupational Information Network (O*Net)

<http://www.onetonline.org>

- Find Occupations
- Advanced Search
- Crosswalks
 - Crosswalks → Military → Select Branch → *term*

O*NET OnLine is sponsored by the U.S. Department of Labor

Resources

- US Dept. of Labor, Bureau of Labor Occupational Outlook Handbook (OOH)

<http://www.bls.gov/ooh/home.htm>

- Occupation Groups
 - Pay
 - Education
 - Training
 - Number of New Jobs (Projected)
 - Growth Rate (Projected)

Types of Resumes

Chronological, Functional, Combination

Chronological

- Most Common
- List each position with responsibilities and accomplishments
- In order, with most recent on top

Jane Chronological
1234 Somewhere Street
Nowhere, TX 76555
janebchrono@fakesite.com
254-999-9999

Objective

Seeking a career opportunity in Financial Planning where I will apply my education and experience.

Education

Tarleton State University-Killeen, Texas
Bachelor Degree- Business Major, Finance Emphasis

Professional Experience

- Central Texas Financial- Austin, TX 01/1992-present
Loan Consultant
- ◆ Assist in processing and sales of mortgage loans.
 - ◆ Review customer profiles to determine eligibility and qualifications for loans.
 - ◆ Familiarize customers with various options related to mortgage lending and financing.
- USPA & IRA- Columbus, GA 06/1985-11/1991
Investment Specialist
- ◆ Assisted customers in assessing their financial goals and plans to meet those goals.
 - ◆ Explained various investment options in detail including mutual funds and IRA's.
 - ◆ Familiarized customer with various life insurance options to best fit customer needs.
- Principal Finance Bank- Redding, CA 12/1982-05/1985
Teller
- ◆ Received deposits, paid out withdrawals, and issued receipts and bank checks.
 - ◆ Recorded details of transactions in customer accounts, balanced cash, and ordered coins.
- Lifeline Insurance- Redding, CA 09/1981-11/1982
Receptionist

Functional

- Focused on skills
- Does not list each position
- Summarizes similar positions, without repetition

LARRY B. ELTON
2330 Blake Street
Berkeley, CA 94704
(510) 437-4288

OBJECTIVE: *Senior position in engineering management.*

HIGHLIGHTS OF QUALIFICATIONS

- ◆ Business oriented, able to understand and execute broad corporate policy.
- ◆ Strength in analyzing and improving engineering and administrative methods.
- ◆ Effective in facilitating communication between management and project team.
- ◆ Proven ability to manage both large and small groups and maintain productivity.
- ◆ Success in negotiating favorable design and construction contracts.

RELEVANT EXPERIENCE & SKILLS

MANAGEMENT

- ◆ Developed innovative, cost-effective concept in project management of specialty chemical plant, assigning the design engineering to outside contractors.
- ◆ Supervised recruitment and staffing of over 40 project team professionals.
- ◆ Wrote detailed execution plans of major design and construction projects, involving:
 - project staffing, preliminary schedule, preliminary cost estimate
 - engineering drawings, construction contractor selection, definitive cost estimate
 - approvals of contractor construction plans

CONSTRUCTION MANAGEMENT

- ◆ Wrote 800 page Construction Management Guide documenting standardized construction procedures and reporting.
- ◆ Increased productivity 12% by introducing a popular 4 day/48 hour work week alternative.
- ◆ Successfully headed off loss of over a million dollars, due to potential business failure of primary contractor, by negotiating directly with subcontractors.

ENGINEERING/PRODUCT DEVELOPMENT

- ◆ Conceived and patented highly profitable design for a Refrigerant Recovery System which realized a profit of over \$15 million in a period of five years.
- ◆ Trained 25 skilled salespeople to effectively demonstrate patented equipment to various industries.

EMPLOYMENT HISTORY
2000-present Project Manager

ATLANTIC RICHFIELD CO., Walnut Creek, CA

Combination

- Uses aspects from Chronological and Functional formats
- Lists positions with focus on functional skills

LORRAINE CHAPMAN

West End Avenue
Lafayette, CA 94549
(510) 987-6543

Lorraine.Chapman@us.army.mil

OBJECTIVE

Position as a research assistant, legislative advocate, and/or press aide with public policy organization.

SUMMARY OF QUALIFICATIONS

- Over five years in the communication and research fields.
- Successful in promoting an organization and generating funding.
- Creative, resourceful, and thorough in developing a project.

EMPLOYMENT /RELEVANT EXPERIENCE

- 1995-Present *Administrative Assistant*- MATT KURLE INC., Importer/Distributor, Orinda, CA
1994 *Current Affairs Research Intern*-KQED Public TV, San Francisco, CA

COMMUNICATION & RESEARCH SKILLS

- Investigated program topics for "Express" show and "MacNeil/Lehrere News Hour", involving extensive library research and interviewing.
- Negotiated with government and private agencies for data and film footage.
- Summarized research and prepared informational packets for producers.
- Pre-interviewed studio guests. Wrote position papers for show moderator.

- 1992-1993 *Assistant Director* ASUC Student, U.C. Davis

PROGRAM DEVELOPMENT-MEDIA/PUBLICITY

- Collaborated on the planning, promotion, and production of 30 public lectures (total audiences 32,000);speakers included Geraldine Ferraro, author Alice Walker, physicist Edward Teller:
 - Corresponded with prospective speakers and scheduled appearance dates
 - Organized event logistics: seating, security, and décor
 - Coordinated and scheduled publicity, prepared advertising budget
- Conceived and produced a comprehensive TV program on AIDS, which was tied in with community AIDS Awareness Week.
 - Won Funding of \$2,000 for the project through written and oral presentations.
 - Wrote press releases
 - Worked on graphic artists on design of customized promotional materials
 - Secured media coverage and re-broadcasting of the event on community TV
 - Earned commendations from university administration and City of Davis

Developing Your Resume

Your Resume

- Self marketing tool and personal advertisement
- Tool to get an interview
- Summary of related skills, accomplishments, and experiences
- Used as a screening tool
- Your first impression
- Custom to each job posting



Resume Contents

Required:

- Contact Information
- Formal Education
- Work History
- Skills/Experience



Resume Contents

Optional:

- Objective
- Summary Statement
- Branding Statement
- Special Skills
- Training
- Awards and Honors
- Professional Affiliations



Top Qualifiers

- No errors
- Key Words
 - Key industry skills listed
 - Includes key words from job posting
- Quantified Experience & Skills



Developing Your Resume

Make it your own, within boundaries 😊



Resume Writing Tips

- Write it yourself
- Be brief
- Use action verbs
- Avoid negatives
- Be honest
- Make it eye appealing
- Keep it accurate & up to date
- Use quality paper in neutral colors
- Include accurate contact information – voice mail
- Be relevant
- Do not include references (use separate sheet)
- Consistent punctuation
- Make it error free

Work, Education, Activities

- Work
 - Include paid and unpaid/informal
 - Significant volunteer activities
- Education
 - Degrees
 - Degrees in progress, list anticipated graduation date
 - Relevant courses, not included with a degree
 - Do not list degrees you have not started or certification tests you have not completed
- Activities
 - Relevant hobbies
 - Volunteer activities
 - Special interest activities

Volunteer Experience

- Integrate with paid experience or activities
- Always use a job title
- Include functions you performed and use them in describing your volunteer and community service work

Achievements

Be specific...

- Identify your role, not the mission of the organization
- How did you improve things?
- How did you save time or money? How much?
What was the timeframe?
- How did you make things more effective or efficient?
How was it measured?
- How did you increase profit or sales? How much?

Documenting Your Experience

S = ***S***ituation

T = ***T***asks

A = ***A***ction you took

R = ***R***esult you achieved

- Facilitated 50 professional development classes for 4,000 medical personal and attained accreditation
- Managed \$450K annual budget & implemented new cost cutting measures that saved \$50K annually
- Developed & implemented a new marketing strategy that increased U.S. market share of ProductX from 25% to 45% in one year

Translating Your Military Experience

- **Avoid** use of acronyms
- Don't include hours
- Include relevant awards, not a listing of all awards
- Use bullets, Complete sentences not necessary
- Avoid paragraphs long paragraphs
- Focus on your role/contribution, not unit mission
- Don't repeat sentences
- One page

Translating Your Military Experience

- Don't assume readers understand common military terminology
 - Battalion, Platoon – Team, Department, Organization, or Section
 - Combat – Hazardous Conditions
 - PCS - Relocation
 - Military Personnel Office – Human Resources
 - Mission – Responsibility, Task, Objective
 - MOS – Career Field
 - Regulations – Guidelines, Policies
 - Subordinates – Employees, Co-Workers
 - TDY – Business Trip, Company Travel

Putting Your Story Together

- Strong resume statements will help prepare you for the interview
- What sets you apart?
- Terminology – Key Words
- Resume written for the specific position description

S = Situation

T = Tasks

A = Action you took

R = Result you achieved

Matrix

Putting Your Story Together

- Detail your greatest accomplishments
 - Avoid exaggerations; all, never, greatest, most, best
- Ensure you have data to support your statements
 - “Identified as best...” – out of how many, who determined, what was the criteria used, need documented proof
- What military specific experiences have you had that would be difficult to replicate in non-military organizations

Thinking Points

- What do you think a future employer would expect?
 - Within the defense industry or significant military recruiting?
 - Which expectations can you confirm?
 - Are there any expectations you disagree with?
- Showcase your military experience
 - Leadership, dedication, teamwork, positive work ethic, resiliency, etc...

Class Discussion

- Responsible for warehouse commodity management and internet facility maintenance oversight.
- Developed and controlled all communications within the First Army.
- Finished among the top ten in the annual, grueling training competition.
- Managed team to develop and implement new strategy, saving significant costs and time.

Tip

- Have someone else read your resume & **be accepting of criticism**
 - Someone who doesn't share your background
 - Industry expert
 - Resume expert
 - Someone who is willing to criticize you

Practical Exercise

- Situation
- Tasks
- Action
- Result

TIPS: Most Common Errors

- List accurate contact information
- “Responsibilities include...”
 - Statement only indicates the duties of the role, not if you were successful or even capable
 - Often used by people who were poor performers
- Chronological
 - List in order with most recent on top
 - Don't leave gaps in years.

TIPS: More Advice

- One page limit, especially for career fairs
- Visually balanced
- Easy to read
- Most resumes do not go back further than 10 years
- Don't include high school if you have been out for 5 or more years
- Include GPA if high (above 3.5 out of 4.0)
- Fact based, don't exaggerate

TIPS: Most Common Errors

- Two spaces between state and zip code
- Use state abbreviations
- Write out numbers one through ten (usually)
- 11+ in digits
- Use consistent, appropriate commas
- Use consistent date format.
 - Don't mix on the same page:

3/8/2016

03/08/2016

March 8, 2016

08Mar2016

TIPS: More Advice

- Commonly accepted abbreviations: \$0.5M, \$500K, %
- Include dates for experiences and education
 - Usually right justified for easy reference
- Network

Beyond the Resume

References, Cover Letter, Application

References

- Do not list “References Upon Request”
Include on a separate sheet.
- Select people who...
 - Will say good things about you
 - Can be contacted by phone or email during the day
- Get permission, Make sure the references are aware
- Select responsible people with good job titles

Cover Letter

- Explain why you are qualified for the position
- Express your *passion* and what motivates you
- Be direct

Applications

- Bring...
 - Resume
 - Proof of ID (social security card, driver's license, etc...)
 - Addresses and phone numbers of former employers
 - Starting and ending dates of previous work
 - Salaries of previous work
 - Evaluations/Reviews
 - Transcripts

Applications

- Read and follow instructions
- Do not write “See Resume”
- Do not leave blanks.
Use N/A (not applicable) when needed.
- Write neatly
- Be truthful
- Keep consistent with resume
- Proofread before submitting

Summary of What We Covered

- Getting Started
- Resources
- Types of Resumes
- Developing Your Resume
- Beyond the Resume

Questions
