

# Preparing Your Resume

**Presenter:**

**Peter Raeth, Ph.D.**

**Career Development Facilitator**

**<http://InformationAnthology.net/CareerMentor>**

# Material Gathered From Here

Bori Stoyanov and Lynette Jones

MIT Department of Mechanical Engineering

[http://meche.mit.edu/life/postdocs/resources/Stoyanova\\_Resumes.ppt](http://meche.mit.edu/life/postdocs/resources/Stoyanova_Resumes.ppt)

Pamela Bay

Central Ohio Technical College

<http://www.cotc.edu/faculty-and-staff/FacultySites/pbay/Documents/Resumes.ppt>

Jane Morgan Memorial Library

Cambria Wisconsin USA

<http://www.jmml.org/documents/resumes.ppt>

Career Development Center

Michigan State University

<http://4h.msue.msu.edu/uploads/files/CareerEdActivities/Resumes%20That%20ROCK!.ppt>


# Contents

- What is a Resume
- Purpose of a Resume
- Getting Started
- Resume Formats and Content
- Resume Dos and Don'ts

# What is a Resume

- Resumes are required for Industry Job Searches
- Resumes are the written inventory of your work experience and accomplishments
  - skill set, career progression, educational background
  - major awards, publications


# A Resume and its Purpose

- Marketing Tool
  - Key component in the job search process
  - To get you an interview
  - Resumes are as unique and individual as the individuals they represent
  - Tailored to the specific job
  - Factually illustrate the applicant as appropriate to the job pursued
- 

# Get Started by Preparing your Materials

- Do not wait until the last minute
  - resumes can not be rushed
- Prepare ahead of time to decrease frustration during the writing process
- Obtain copies of documents:
  - Transcripts
  - Old resumes
  - Application form, if required

# Create Several Lists

- Make lists of important information
    - names, exact titles of former employers, supervisors, include company names
    - Job titles and respective duties
    - Companies you have worked for
    - Dates of employment
    - Volunteer experiences
    - Personal accomplishments and awards
- 

# First Draft ... There be Many!

- Your name should be the first thing on the page
- Include your address and phone number
- Divide your resume into categories:
  - Career objective
  - Education
  - Work experience
  - Special skills, accomplishments, awards
  - Honors and activities
  - Relevant and Recent Publications



# Resume Formats

- **Reverse Chronological** - Lists your experiences in reverse chronological order, beginning with most recent position
- **Functional** - Promotes and headlines skills and accomplishments, without emphasizing where or when you developed those skills
- **Combination** - Utilizes reverse chronological order as well as organizes experiences in order of importance

**My recommendation is to use the combination**

**<http://susanireland.com/tag/combination-resume>**



# Combination Resume Format

- This is a chronological resume that leads with a qualifications summary
  - emphasize the credentials that most qualify you for the job
- Strategically order the other sections to best sell your abilities
  - work history
  - Education
  - Key skills
  - Volunteer work


# The Four Ws of a Resume?

- What opportunity are you seeking?
- What is your specific background that relates to this opportunity?
- What are the roles, relevant work experiences and education that provided you with this background?
- What are your unique accomplishments?
  - these need to be measurable

**If you make a claim, be able to verify that claim**



# ROI ... Return on Investment

- How can you describe your value to a prospective employer?
  - Numbers are king on resumes right now.
  - Interpret your skills/responsibilities and place a numerical value on them.
  - Employers want to know HOW you can affect the position.
- 

# For Example ...

- Project schedule for 45 days completed in 29 days.
- Software enhancements cut the time required to process a purchase order by 38 percent.
- Among top five percent of help desk in terms of both calls handled and cases resolved.

# Resume Guidelines/Length

- **Easy to read** - Use a consistent format. The reader should have a clear understanding of who you are and your potential value.
- **Easy to find out what you are good at** - Use effective formatting. Clear articulate language and pertinent information will enable the reader to access what is important.
- **Short Length** - Keep your resume concise. Make every word count - 2 page optimum.

**“Hire this one” should jump right off the page**



# Before Revision

- Senior Programmer

- Used Java and JSP to design, develop and deploy enhancement to existing components of a system for the company's marketing department. System runs on a UNIX mainframe (IBM), connecting to a DB2 database.

# After Revision

- Senior Programmer

- Designed, developed and deployed enhancements to a system serving as backbone of company's 205-member marketing staff. Used Java and JSP on an IBM-flavored UNIX mainframe connected to a DB2 database.



# Why the Changes ...

- Not only do you highlight your achievements, but you also send a signal to employers that you're motivated to serve business goals.


# Resumes are Scanned, Not Read

**Average Time Spent Reading a Resume**


**20 Seconds**



# Your Objective is to Get an Interview

- When writing your resume, keep in mind your goal is to get your foot in the door.
  - Once inside you can sell yourself, face-to-face.
  - When writing your resume, think of the top five reasons you should be selected for an interview.
  - Ask yourself, “What sets me apart from the dozens of other applicants?”
- 

# Resume Headings

- Contact Information
  - Profile Summary Skill Set vs. Objective
  - Work Experience
  - Education
  - Professional Associations and Membership
  - Publications, if any
- 

# Use Words Carefully

- Avoid use of confusing terms or acronyms
- Avoid use of long sentences or paragraphs
- Focus on concise factual statements
- Emphasize hard skills
  - e.g. computer software applications,
  - mechanical design, electronic repair
- Focus on specific action verbs
  - what you accomplished, rather than what you were involved in

# Example Action Verbs

Administered

Analyzed

Budgeted

Collaborated

Communicated

Compiled

Completed

Conducted

Consulted

Contributed

Coordinated

Created

Demonstrated

Designed

Developed

Distributed

Documented

Enhanced

Established

Expedited

Facilitated

Generated

Improved

Implemented

Initiated

Investigated

Led

Managed

Organized

Planned

Presented

Prioritized

Produced

Researched

Reviewed

Scheduled

Shared

Supervised

Supported

Trained

Updated

Worked

Wrote

# Resume Content

- Show a progressive history of success
  - increased responsibilities, promotions, skills, etc
- Address specific accomplishments
  - use PAR statements (see next slide)
- Identify your unique achievements
  - and what organization you belonged to at the time
- Provide metrics that support these accomplishments
  - state all accomplishments in measurable terms

# PAR with Example

- Project: Recognized a need for an interactive videodisc/computer database for students and faculty
- Action: Analyzed database and procedural requirements and designed an interactive tool
- Result: Installed in college library
  
- ***Putting it all together***: Identified the need for and led the technical team that designed and delivered a database that resulted in easier access to information on the videos and computers available to faculty, students, and staff through the college library, to include check-in/check-out.




# PAR Statement Practice

- 1. Think about an *accomplishment or project* that you wish to include in your resume. With a partner, describe the issue or challenges that you addressed
  
- 2. Write down the following:
  - (P) What was the issue and subsequent project
  - (A) What actions you took using action verbs
  - (R) The result or impact of the project


# Resume Do's

- Keep to one page.
- One-inch margins.
- Consistent format.
- Bullets, not paragraphs.
- Avoid italics and underlining.
- All-caps and boldface text make important words stand out.
- Headers and contact info larger.
- Easy-to-read font.
  - Arial, Times New Roman, Palatino, Tahoma, Verdana
  - Smaller fonts no less than 11 points
  - Larger fonts can be 10 points

# Do Not's of Resumes

- Do not include personal information
  - Do not send a photograph
  - Do not embellish your resume
    - these are taken as false statements
  - Do not use full sentences or pronouns
  - Do not use abbreviations or acronyms
- 

# Resume Killers

- Spelling errors, typos, poor grammar
    - proof by reading backward
  - Poor presentation
    - poor formatting, wordy, poor paper selection
  - Unprofessional email address
  - Unqualified for job
- 

# Don't be Shy to Share

- Obtain an objective review of your resume
- Share your resume with a colleague in the line of work that you are targeting for the job
- Keep updating resume
- Be true to the facts

# Resume Summary

<b>Category</b>	<b>Resume</b>
<b>Essence</b>	A summary of your experience and skills that are most pertinent to the job
<b>Length</b>	1 to 2 pages
<b>Usage</b>	For every job in industry
<b>Publications</b>	Most recent Most relevant
<b>Style and Format</b>	Very important Make it easy to read and follow
<b>Number of versions</b>	Many versions Tailor to each job of interest
<b>References</b>	No

# Presentation Summary

- Writing a resume takes time. Do not get frustrated. Iterate many many times.
  - Set your draft aside for a day. Come back to it when your mind is fresh.
  - Share it with someone. Ask for input.
  - Differentiate yourself from the crowd.
  - Stick to the facts. Do not embellish.
  - Read the job description carefully.
  - Show that you matter to the business.
- 