Resume Workshop

Communication for Job

Jane Smith

Address Line 1 Address Line 2, City, State Zip • (212) 256-1414 • jane.smith@gmail.com

Career Objective

Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.

Core Competencies

- Customer Service
- Cost Efficient
- Detailed and Organized
- Supplier Relationship

Professional Experience

3M INC., New York, NY
Administrative Assistant, Apr 2006-present

- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Conduct Research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

FLORIDA DEPARTMENT OF SOCIAL SERVICES, ORLANDO, FL
Rehabilitation Counselor, Aug 2004-May 2006

- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Develop and maintain relationships with community referral sources, such as schools and community groups.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

Education

FLORIDA STATE UNIVERSITY, Orlando, FL
Bachelor of Art in English, May 2004

- GPA: 3.3/4.0
- Published in school's newspaper editorial
- Summer Internship for the New York Times

Additional Skills

- Proficient in Microsoft Office and Adobe Illustrator CS5
- Bilingual in Spanish and English
- Certified CPR and First Aid

Awards and Honors

- Employee of the Month for 3 consecutive months in H&M
- Won the "Writer's Digest" 2002 Award
- Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 3M Inc.

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Software Engineer Intern

209 Big Bad Lane, Sometownville, 9242 | professionalemail@gmail.com | 423-434-2321

Objective

To search for a position that will allow me to improve my current programming, communication and teamwork skills. From this position, I also seek the opportunity to learn new skills for future use.

Skills & Abilities

- Proficient in C and Java programming languages
- Learnt programming languages and scripting including Prolog, ASP, SQL, HTML, CSS, NXC and Java within 1-2 weeks to complete assessment tasks and projects
- Familiar with Python, Android App Development and C# through self-study and mini-courses offered within UNSW
- Familiar with using GitHub

Volunteering Experience

PEER TUTOR, BOSSLEY PARK HIGH SCHOOL
2010

- Responsibilities: Assisted Year 7 students who were behind academically
- Skills gained from the experience included the development of teaching and communication skills. Experience with a leadership role was also obtained through peer tutoring.

UNSW OPEN DAY VOLUNTEER UNIVERSITY OF NEW SOUTH WALES
2013

- Responsibilities: Discussed and advertised the courses offered by the Computer Science and Engineering Faculty with Year 12 students
- Skills gained from the experience included an improvement to communication skills.

Education

UNIVERSITY OF NEW SOUTH WALES, KENSINGTON
B COMPUTER SCIENCE (2013 - PRESENT)

- Expected Graduation in 2016
- Current WAM: 64.125
- Currently enrolled in introductory courses for Game Design, Artificial Intelligence and Computer Network Majors

Communication

- Various courses completed in university have assessment

& Teamwork

tasks and projects that require groups of 2-6. One such course required each group to build a robot out of Lego and electronic parts. In our group of 6, constant communication through Facebook, and Google Drive, allowed each member to develop an understanding of the programming language NXC, the parts provided and the goal that the team needed to accomplish. Through excellent team synergy, we were able to provide a finished product within the given time frame, earning ourselves a Distinction for that course.

- Teamwork has also allowed me to learn from other team members. In a first year programming course, I was struggling with a team programming task as I did not understand some aspects required for the completion of the task. After discussing my flaws with my paired team member, I was able understand these aspects. Eventually we were able to submit a finished task within the given time frame, earning ourselves full marks for the specific task.

Other Skills

- Ability to speak and write in fluent English
- Extremely keen on learning new skills and experiences
- Able to work independently on tasks
- Strong interest in new technologies and how they function
- Technical proficiency in Windows, Linux (Fedora, Ubuntu, Debian) and Mac operating systems

References

References provided upon request

RESUME GENIUS SAMPLE

SOFTWARE ENGINEER - RESUME SAMPLE

118 Clearwater Rd, Santa Clara, CA 78748 | 415.410.7756 | yourname@gmail.com

WEB AND MOBILE DEVELOPER

Full-stack Web Development | System Architecture (Development and Administration)

- Six years of experience facilitating cutting-edge engineering solutions with a wide range of e-commerce application and technology skills.
- Proven ability to leverage full-stack expertise to build interactive and user-centered website designs to scale.
- Extensive expertise in large system architecture development and administration, as well as network design and configuration.

- ✓ Agile Project Management
- ✓ Custom Web and Mobile Applications
- ✓ E-commerce Web Solutions
- ✓ Database Programming
- ✓ Data Science
- ✓ Networking Devices and Tools
- ✓ Software Development Lifecycle (SDLC)

TECHNICAL EXPERTISE

Databases: MySQL/MariaDB | ElasticSearch
Programming: HTML5 | CSS3/SASS | ReactJS/VueJS | Laravel PHP | Python | Bash/Shell | REST APIs
Operating Systems: Linux operating system (Debian, Ubuntu, CentOS/RedHat) | Microsoft Windows Server | Microsoft

PROFESSIONAL EXPERIENCE

NEW ENTERPRISE | San Jose, CA — **Jan 2015 – Present**
Senior Web Developer / Systems Architect
Lead developer and systems architect designing several high traffic custom e-commerce websites via Kohana and Laravel frameworks, HTML5, CSS3/SASS, JavaScript/React, MySQL, and ElasticSearch.

- Structure several internal systems comprising order entry/management tools, conversion/revenue reporting, and production workflow tracking, as well as designed custom REST APIs built in Python, Laravel PHP, and NodeJS.
- Successfully installed Linux servers and virtualized environments using Docker, Hyper-V, and Amazon Web Services.
- Designed and implemented PHP web application, streamlining high-server traffic resource configuration and allocation.

E-COMMERCE AGENCY | San Bruno, CA — **Jun 2013 – Dec 2014**
Senior Programmer
Developed and delivered high-end website solutions to a diverse client base by utilizing wide-ranging technologies and frameworks.

- Successfully generated back-end programming utilizing LAMP stack; Linux (CentOS 5/Redhat), Apache with Kohana 2, PHP 5, CSS, JavaScript/jQuery, and MySQL frameworks.
- Created e-commerce sites integrated with PayPal, Authorize.net, and other payment gateway APIs.
- Provided leadership as a subject matter expert (SME) on hosting issues, client and staff logins, and general upgrades/maintenance of servers.
- Implemented new C# class library for the SQL server database access layer, and updated previous web page frameworks.

TOP DESIGN, INC. | Salt Lake City, UT — **Dec 2011 – Jun 2013**
Contract Software Engineer
Partnered with designers to implement custom web-based simulations for client review.

- Sliced designer compositions from PSD format and created interactive HTML5 web-simulations utilizing CSS3, Javascript, ReactJS, and plugins.
- Contributed as the sole programmer in a fast-paced team environment.
- Designed internal website for agents and management, saving an average $8,000 in labor costs per week.

EDUCATION

Bachelor of Science, *Computer Science*, State University – 2012

RESUME GENIUS SAMPLE

Web Developer Resume Sample

200 West Commonwealth Avenue, Fullerton, CA 92832
(714) 463-7533
john.doe@gmail.com

Web Developer with 8 years of experience in designing and developing user interfaces, testing, debugging, and training staff within eCommerce technologies. Proven ability in optimizing web functionality that improve data retrieval and workflow efficiencies.

PROFESSIONAL EXPERIENCE

GROOMING TECHNOLOGIES **Fullerton, CA**
Web Developer *May 2010 – Present*
Skills & Tools: PHP, PERL, Access, Oracle, .NET, CSS

- Revamped web application security applications, minimizing hacker attacks from 2.3% to 0.02%
- Designed and developed user-friendly website, including optimized check-out page that increased user clicks, and subsequently customer purchases by 20%
- Trained over 50 staff members in internal web functions, including steps on how to independently make minor updates or changes
- Fixed bugs from existing websites and implemented enhancements that significantly improved web functionality and speed

FOCUS SOLUTIONS **Fullerton, CA**
Web Developer *Jun 2007 – Apr 2010*
Skills & Tools: ASP, SQL, JavaScript, Visual Basic, XML, C#, Ajax, HTML

- Developed dynamic and interactive website that ensured high traffic, page views, and User Experience, resulting in 40% increase in sales revenue
- Oversaw full lifecycle of software development for 9 projects with 100% on time delivery while staying 5% under budget
- Implemented server that expedited document generation and search functionality by 20%, earning commendation and award from upper management
- Designed processes for cleanup and performance improvement, that minimized downtime by 13%

EDUCATION

CALIFORNIA STATE UNIVERSITY Fullerton, CA
Bachelor of Science in Web Development
- GPA: 3.6/4.0

ADDITIONAL SKILLS

- Proficient in WordPress, Dreamweaver, and Photoshop
- Ability to communicate with cross-functional teams
- Certified Java Programmer

Job Search Skills

- Networking
- Publication
- Direct Mail Campaign

Evaluate Yourself

- Past interests and experience
- Skills
- Abilities
- Strengths
- Weaknesses
- Honors and awards

And how you got the experience and skills???

Getting to Know the Target Organization

- Research history
- Inquire about culture, procedures
- Know the required skills and abilities

Getting to Know the Target Organization

- If you have a company or employer in mind, do some research regarding their policies and principles
- Review websites, brochures, pamphlets and any other pertinent materials you can find about the company

Getting to Know the Target Organization

- If you can, try to speak with current employees; this will provide you with a unique inside perspective
- Once you’ve done your research and you have a good idea of what qualifications the company is looking for, it’s time to separate yourself from the rest of the pack

Getting to Know the Target Organization

- Before you begin writing your letter, take some time to brainstorm. Make a list of reasons why you're the ideal candidate

Getting to know the profession

- Research on the profession and target designation
- Find out the duties, responsibilities, contribution expected from the post
- Find out the skills and knowledge required
- Show interest in continuous professional development

CV versus Resume

- A **resume** provides a summary of your education, work history, credentials, and other accomplishments and skills. There are also optional sections, including a resume objective provides a summary of your education, work history, credentials, and other accomplishments and skills. There are also optional sections, including a resume objective and career summary statement. Resumes are the most common document

CV versus Resume

- Like a resume, a curriculum vitae (CV) provides a summary of one's experience and skills. Typically, CVs are longer than resumes – at least two or three pages.
- CVs include information on one's academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements. CVs are thus much longer than resumes, and include more information, particularly related to academic background.

CV versus Resume

- CVs are used almost exclusively in countries outside of the United States. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae.
- Within the United States, people in academia and medicine tend to use CVs rather than resumes.
- CVs are thus used primarily when applying for internationalCVs are thus used primarily when applying for international, academicCVs are thus used primarily when applying for international, academic, education, scientific, medical or research positions or when

What is a resume?

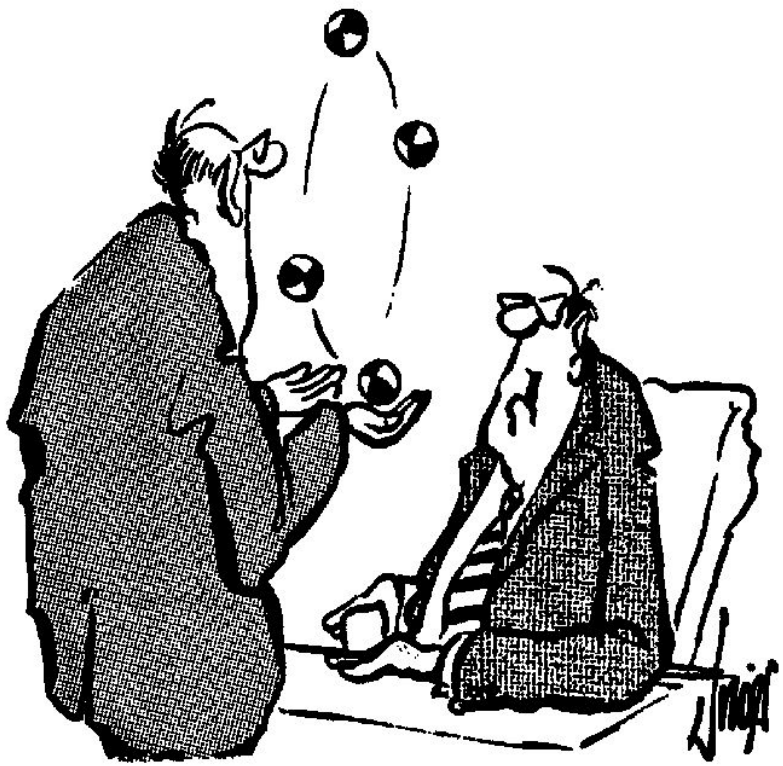
- An advertisement of you.
- A snapshot of who you are and your personal, professional, educational and work qualifications.
- It is about your future, NOT your past.

Why do we need a resume?

- To get an interview, not a job!
- Interest the employer in your abilities.
- Give a positive first impression of you in 10-20 seconds.

What is it NOT?

- Not an autobiography or a confessional.
- You do not have to tell all – only what is marketable and relevant to the position.
- It is NOT going to get you a job (only an interview!).



"You seem to have the qualifications we're looking for in a bookkeeper."

Resume Formatting

Which type of resume is best for you?

- Chronological
- Functional/Skills-Based
- Combination

Chronological Resumes

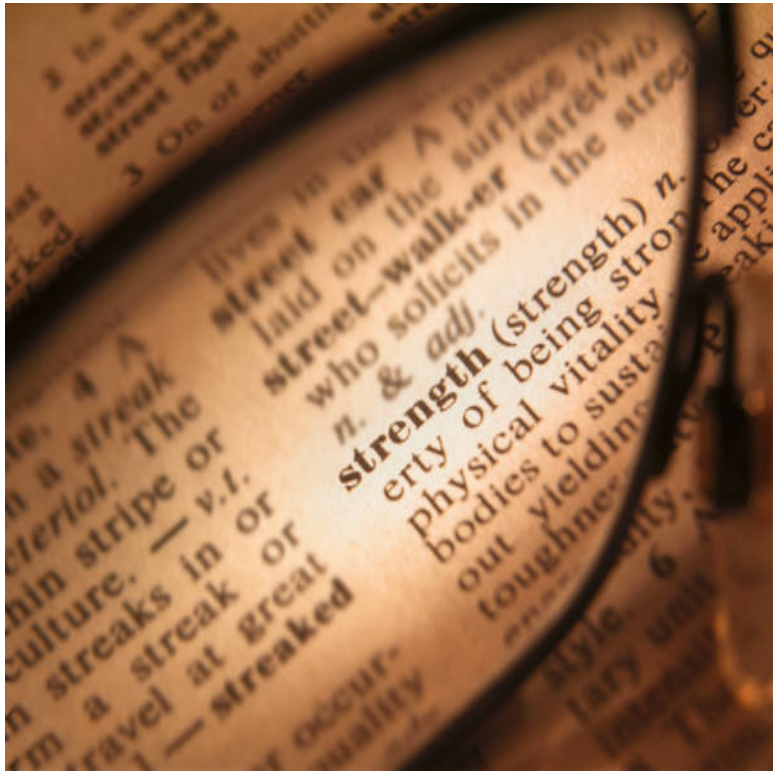
- Most traditional format.
- Lists work experience by dates in reverse chronological order (most recent first).
- Does not highlight main skills and qualifications.
- Useful when:
  1. You have consistent work history with growth and achievements.
  2. No gaps in employment and staying in the same field.

Functional or Skills-Based Resumes

- Groups your qualifications around skill headings.
- Highlights major areas of accomplishment, strengths, and abilities in order of importance to this particular job/employer.
- Actual work history is minimized. Useful when:
  1. Changing careers or reentering job market.
  2. Gaps in employment.
  3. Variety of different jobs.

Combination Resumes

- Combines the best of chronological and functional.
- Includes qualifications section and may highlight key strengths.
- Work history section may emphasize results instead of job duties.



Resume Components

- Heading
- Job Objective
- Summary of Qualifications
- Work Experience
- Education
- Projects
- Skills (Technical and Soft)
- Professional Development Courses/Certifications
- Awards/Achievements/Honors/Accolades
- Publications/Conference Presentations
- Workshops/Seminars Attended

Resume Components

<u>Heading</u>

- **Name**
- **Address**
- **Phone number(s)**
- **Email address**

Be sure to check your phone and email messages periodically!

Bruce Wayne

Cell:
212-555-1234

Email:
batman@princeton.edu

School Address:
36 University Place
Princeton, NJ 08544

Permanent Address:
350 5th Avenue
Gotham City, NY 10118

Resume Components

Job Objective

- A short statement that tells the employer what specific position you're applying for.
- Directly reflects the position applying for.
- Should be concise and specific.

Examples

- **OBJECTIVE** Information Resources position working with web development, information format conversion, and research.
- **Objective:** Mechanical engineering co-op or internship with exposure to design and other aspects of engineering process. Offer aptitudes in mathematics, sciences and computers, and a willingness to work hard and contribute to team goals.

Resume Components

Summary of Qualifications

- **What makes you the best candidate for this job? (ie: qualifications, skills, abilities, years of experience, work ethic and values, accomplishments, etc.)**
- **Must reflect what is required in the job description.**
- **One paragraph or 3-5 bulleted statements.**
- **Most important part of your resume; catches and keeps the reader's attention.**

PROFILE

A detail and results-oriented professional with over 10 years of experience in all facets of the construction and real estate development industries. Qualifications and skills include:

- Hands-on construction management experience
- Background in administration and quality control
- On-time completion of multi-million dollar projects
- Knowledge of design and potential design problems, building codes, and industry regulations
- Understanding of purchasing and site management through certification of occupancy
- Developing and maintaining partnerships with architects, engineers, local officials, vendors, and clients

Resume Components

Work Experience

- **Reverse chronological order; 10 years.**
- **Required: Position title, name of company, dates of employment (month & year)**
- **Extra: City and state, specific responsibilities, description of job, accomplishments.**

  a) Better than a list of job duties – list accomplishments/results. Give specific $ amounts, years, %, etc.

  b) Show your value and success.

Web Site Developer March 2000–December 2000

Swimscorp, Inc., Lexington, Virginia www.henna.biz

- Developed website in HTML and JavaScript.
- Reorganized existing content.
- Achieved average of 3600 hits per day during initial three months.

Web Site Developer September 1999-March 2000

Aurora Natural Gas, LLC, Lexington, Virginia www.aurora-gas.biz

- Created, organized and maintained 60+ pages in HTML and JavaScript.

Generic, vague statement:

Local Philanthropy Society

Event Coordinator

- Planned charity events

Strong, descriptive, quantified statement:

Local Philanthropy Society

Event Coordinator

- Coordinated three fundraising events for local shelters which raised over $8,000 (20% over goal) and greatly improved community awareness

Action verb	+	Protect	+	Result	=	Accomplishment
Coordinated		*three fundraising events for local shelters*		*which raised over $8,000 (20% over goal) ad greatly improved community awareness*		*Coordinated three fundraising events for local shelters which raised over $8,000 (20% over goal) ad greatly improved community awareness*

Resume Components

Education

- Reverse chronological order.
- Required: Degree, major, school, year of graduation.
- Extra: GPA (if over 3.0), minors, honors, specific related courses.
- Professional training may also be listed either under Education or Training

EDUCATION

Rollins College Winter Park, FL
Master of Arts in Human Resources May 2000

- GPA: 3.8

University of Central Florida Orlando, FL
Bachelor of Science in Business Administration May 1995

- GPA: 3.5

Resume Components

Skills and Abilities

Divide them into

- Technical Skills
- Soft Skills

Technical Skills

Languages: HTML 4, JavaScript, Dynamic HTML.
Hardware: Apple Macintosh PowerMacs, PCs and Compatibles.
Software: Macintosh OS 7.0+, Windows 95NT, Adobe PhotoShop, WebTrends, Microsoft Internet Platform, MS Commerce/SQL/Index Servers, Paint Shop Pro, MS FrontPage, HomeSite, Lotus Notes, Netscape Browsers, MS Office applications, numerous helper applications and plug-ins.

SKILLS

Programming: Java, C, Python, PHP, HTML, CSS
Applications: Microsoft Office, Adobe Photoshop, Adobe Flash

Resume Components

Additional Resume Components

Any of these can be added if they are relevant to the position you are applying for:

- **Activities**
- **Honors**
- **Certifications**
- **Achievements**
- **Awards**
- **Professional Affiliations**

Resume Components

<u>Some “Don’ts”</u>

- Don’t list interests and hobbies unless directly related to the position.
- Don’t write “References available upon request.”
- Don’t use personal pronouns (I, me, my) in your resume.
- Don't include your height, weight, age, date of birth, place of birth, marital status, ethnicity/race, health, social security number, reasons for leaving previous job, picture of yourself, religion, church affiliations, or political affiliations.
- Don’t ever lie on your resume.

Resume Layout and Appearance

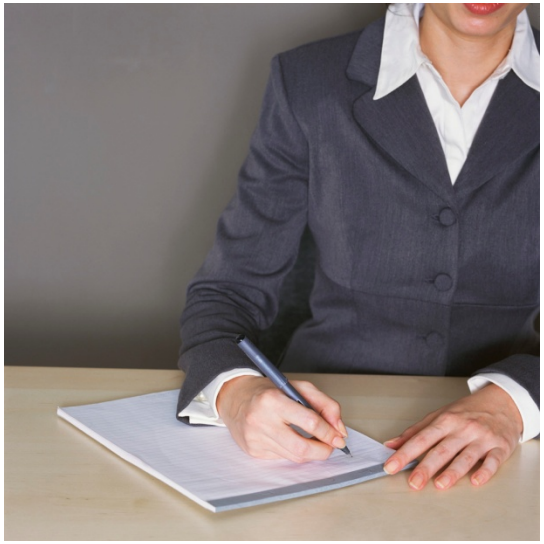
- White or off-white paper.
- Usually 1 page (1-2).
- Font at 12 pt. (no smaller than 11).
- Be consistent with the layout, underlining, capitalizing, bold, etc.
- Use white space, good margins, and tabs.
- Use bullets.
- Spell and grammar check!

Wording

- Use action verbs.
- Use phrases that focus on your successes and accomplishments.
- Only include what is relevant and marketable.
- Use bulleted lists instead of paragraphs.
- Use past tense for work in the past.
- BE HONEST!

Where to begin?

- Get it on paper.
- Make a list of all your work experience, education, skills, abilities, interests, talents, etc.
- If making a career change, remember transferable skills.
- Layout basic resume format.
- Fill in the blanks.



Where to end?

- Write and re-write/edit.
- Ask at least 2 other people to give you feedback.
- Be open to feedback.
- Re-write based on each job you're applying for.
- Remember that it is NEVER finished!