

Building Your Resume

2019

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BE A
PROFESSIONAL

a friendly guide to help you build a better resume. The art of a good resume has evolved and changed over the last 10 years. Different styles of writing and formatting have come and gone, but here are some tips that will help put you on the winning path. A good resume that's really good can't guarantee you a job, but it can lead you somewhere.

START DOING

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Why a good resume is crucial?

with a good impression on your resume, a prospective employer will more likely to consider you to fill up the job position that they are offering.

Think of a resume as an advertisement for yourself and you are the product. This profile sheet is more than just a document. It must outlines your background, your skills, and your goal so that a potential employer is quickly and easily able to see how your experiences can contribute in a company success.

If you are wondering about how to make a good or even a great resume, we're here to guide you step-by-step about how to achieve an impressive resume.

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There are 3 types of Resume

- **Reverse - Chronological**

This type of resume highlights your Career Objectives, Work Experience, and your Skills.

- **Functional**

For this type of resume, it will outline your strongest set of skill, your Relevant Skills to the job needed.

- **Combination**

Last but not least the last type is a combination between the two above, it is meant to highlight a great deal of experience in a particular industry.

Each type will be used in a different type of job you want to apply to.

Reverse-Chronological is the traditional type of resume, can be used for any level experience, and also can be used if you have a vertical career progression. **Functional** can be used if you wanted to show your specific skill, and for those who want to change their career path.

Combination type can be used for those who want to highlight a developed skill set within a specific career, and if you have mastered of the subject you are applying to.

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Let's start!

Personal Information

Your Name

Mailing Address

Telephone Number

Email Address

Link to online portfolio

(if you didn't have one, you just have to attach your portfolio in the email)

LinkedIn Profile

Your dream and
career objectives
/ The Qualification
Summary /
Professional Profile
/ The Resume
Summary

Work Experiences

Past Workplace

Your Position

Your Job Desc

(you can also highlight your relevant work experience)

Work Experiences

Action Verb - Quantifiable Point , Specification

Experienced Designer , 2 years of being a graphic designer at XXX

Trained Account Executive, managing job desc and xxx at XXX

Education

University name

Location of the school

Date of Graduation

Degree(s)

GPA

Award, Honors, Certification

Awards

Honors

Certification

Others

Soft Skills

Series of Soft Skills

Hard Skills

Series of Hard Skills

You have to remember to keep this resume **simple** and **informative**. Resume with one page is perfect, a resume with more than one page is acceptable, only if it's relevant.

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Don't forget to stylize your resume.

The amount of time an employer spends looking at your resume is **roughly six seconds**.

“Visual design is a great way to differentiate yourself from other job candidates,” says Dodd Caldwell, cofounder of Loft Resumes. “Design in general is increasingly important in the business world.”

Companies are constantly looking for candidates who will go the extra mile, and your resume is literally your first point of contact — your first chance to put yourself in the “yes” bucket.

Remember, **keep it simple and informative**, make sure you point out what you wanted to highlight about yourself.

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Thank you !

We hope that this guide will help you create your ultimate resume. We hope you a very good luck on applying to your new job!

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Do you want to know what it takes to be

Great Designer?



We can help.

We Are **Okular Mentorship Program**

Okular Mentorship Program is organized as a course to share our knowledge in the practice of Graphic Design field especially in Brand Identity Design. We aim to share the good and bad experience and knowledge that we have gained in more than 5 years of Okular's journey.

