

TOPIC

Mendocino College - Digital Image Manipulation with Photoshop



Adobe Photoshop CC

What is a Resume?

- A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments.
- Usually paired with a cover letter, a resume helps you demonstrate your abilities and convince employers you're qualified and hireable.
- The purpose of a resume is to show employers you're qualified for a position and convince them to offer you an interview.
 - Called a "CV" outside of America, and with graduate schools.
- Many job seekers wrongly assume their resume should provide a full overview of their professional history.
 - Instead, think of your resume as an advertisement of yourself.
- Your resume should only emphasize your most relevant experience and skills, and highlight your most notable strengths and accomplishments.

Topics to Include on your Resume

- Contact details:

- When writing your contact information on your resume, include your first and last name, phone number, and email address.
- Additionally, you can add your LinkedIn profile.
- List your city if you want to show you live near where the company is located, but your mailing address isn't necessary.

- Introduction:

- A concise overview of your professional background and key qualifications.
- Your introduction can be in the form of a resume summary or resume objective.
- A resume summary is a 1-5 sentence introduction that highlights your most relevant career experience, skills, and achievements.
 - The first sentence should always include your biggest professional selling points.
- An objective on a resume is an introduction that addresses a specific job ad, acting as a career mission statement by introducing the skills and qualifications you can bring to a position.

Topics to include on your Resume

- Educational Background:

- Your resume's education section can include your school name(s), highest degree earned, majors and minors.
- Additionally, you can add your GPA (if it's greater than 3.8), Dean's list (if you've been on it), and relevant coursework if you lack experience or it's related to the position.

- Work History:

- List any relevant work experience you have.
- Include your title, the company you worked for, years (or months) worked, and bullet points outlining your key responsibilities and notable accomplishments.

- Relevant Skills:

- Include skills on your resume that are relevant to the position.
- Be sure to use a strong mix of hard skills and soft skills to demonstrate that you're a well-rounded candidate.

Example of a Classic Resume

Full Name

email@clarkson.edu
Mobile: (123) 555-5555

Current Address
123 Grove Street
Potsdam, NY 13699

Permanent Address
123 Maple Street
Buffalo, NY 12345

OBJECTIVE

An employment opportunity in a Computer Science related field.

EDUCATION

Clarkson University – Potsdam, NY
GPA: 3.5 – Dean's List 6 Semesters

B.S. Computer Science, Mathematics; Minor: Business/Administration
May 2010

Newcastle University – Newcastle, NSW, Australia
GPA: 90 – High Distinction

Study Abroad Exchange Program
Completed: July 2009

RELEVANT EXPERIENCE

Eastman Kodak Company – Rochester, NY
Software Development

May 2008 – August 2008

- Led team from many positions in the company in finding and implementing a new bug-tracking solution.
- Investigated current system (Lotus Notes), created requirements for a new tool, conducted meetings and demonstrations of possible solutions, created proposal for recommended course of action, configured and administered the new system (JIRA) after decision was made.
- Created applications for migrating data between systems/databases using C#, XML, and Excel Macros.

Software Quality Assurance

May 2007 – August 2007

- Tested new software releases for the Kodak Picture Kiosk.
- Designed and executed test procedures, reported incidents, and worked with databases and Rational software.
- Organized and led meetings of project leaders, developers and QA team members for each original test procedure. Learned to work independently and in a group setting.

Clarkson Association for Computing Machinery – Potsdam, NY

September 2007 – Present

- Created and administer the Clarkson ACM Website using Dreamweaver and Photoshop.
- Attend seminars by guest speakers in the computing industry.

SKILLS

- **Programming Experience** – C++, Java, C#, XML, and Web Development.
- **Writing Skills** – Ability to efficiently produce concise, organized reports, labs and memos.
- **Public Speaking** – Finalist in Senior High School Public Speaking Competition. Gained confidence and learned to engage audiences with my creative speeches.

EMPLOYMENT

Clarkson Writing Center – Potsdam, NY; Tutor

August 2007 – Present

- Conduct writing conferences with students. Identify weaknesses in organization, development and style. Guide writers in solving the problems.
- Learned valuable interpersonal communication skills by collaborating with students from many fields. Trained in writing and tutoring.

TEAMWORK

- Ski Club
- Intramurals – Captain of Basketball and Softball teams

September 2006 – Present

How to write your Resume

- To write a strong resume, scan through the job listing for the position you want to fill.
 - Typically, hiring managers include the skills, responsibilities, and traits that they want candidates to possess directly in the job description.
 - Showcase these qualities on your resume to demonstrate you're an ideal fit.
- Focus on your skills and abilities rather than your career progression.
 - Categorizes your professional and educational accomplishments according to the skills they demonstrates.
- A good resume is the first part of your application that any hiring manager will see.
 - It is important that it conveys your qualifications accurately and convincingly.
 - It is based on this information, they can make an informed decision about whether or not they want to interview and eventually hire you.
- Dont include your street address, only the city and state.
- Do not have a picture of your face.
- Less is More

How long should a resume be?

- Always keep your resume to 1-page
- It must be concise, accurate, and compelling.
- A second additional page to your resume is only for when the potential employer is interested enough to continue looking into you.
 - Only include additional information that you want a future employer to know about you.
 - It should have another purpose, such as a second page to your portfolio.
 - If you do not have a good 1-page resume, then a second page does not even matter.

Example of my resume's second page

Joshua Paul Barnard

Web & Data



About Me

Curious and Inquisitive, I am the kind of person who loves to travel and learn new things. I found my love for Statistics and Programming while studying Psychology at Humboldt State University, where I was able to complete two pieces of undergraduate research as the only author.

After graduating I studied Computer Science & Web Development at my local Junior College. Currently I am studying for my Masters of Science in Data Science from Johns Hopkins Universities Whiting School of Engineering.

Certifications

Data Analytics

- Cornell University | Predictive Analysis & Visualization | Winter 2017

Business Management

- Santa Rosa Junior College | Planning, Leading, Motivating | Spring 2022

Web Projects Management

- Santa Rosa Junior College | Agile, Scrum, Scheduling | Spring 2018

Web and Mobile Front-End Development

- Santa Rosa Junior College | HTML5, CSS3, SEO, JavaScript | Fall 2019

Web Programmer

- Santa Rosa Junior College | SQL, Node.js, PHP, & git | Spring 2018

Web Designer

- Santa Rosa Junior College | WordPress & Graphic Design | Spring 2018

Interactive Multimedia

- Santa Rosa Junior College | Video & Sound Editing, D3.js | Spring 2018

Adobe Photoshop Entry-Level

- Santa Rosa Junior College | Editing, Layers, Masks, Filters | Fall 2017

Microsoft Excel Entry-Level

- Santa Rosa Junior College | Functions, Pivot Tables, Macros | Fall 2018

Skills

Python
R
Java
SQL
JavaScript



Expertise



Programming Statistics Psychology

Who Am I?



Activities

Eagle Scout,
Boy Scouts of America
2003

President & Founder,
HSU Statistics & Probability Club
2014 - 2016

Interests



Additional Resources for the TOPIC

- What is a Resume? Definition and Purpose
 - By: Conrad Benz
 - Date: September 18, 2022
 - Pages: 23
 - <https://resumegenius.com/blog/resume-help/what-is-a-resume>
- 5 Things You Don't Need on Your Resume Anymore
 - By: Don Georgevich
 - Length: 15:37
 - <https://www.youtube.com/watch?v=8.ImWB1qMf8>