Video Transcripts

Resume: Part III

Reading and updating your resume part three. The third and final part of the resume series will cover the education and additional information sections on resumes as well as resume tips. In this part we will talk about more resume sections and resume tips. The next section of your resume that will be covered is the education section reminder that the order of your resume sections may vary based on your experience. For those with limited work experience that have transferable skills, you may want to consider listing the education details at the beginning of your resume directly following your opener as resume your most recent accomplishment as a recent graduate, you may also include additional information under your current program such as listing of projects, your portfolio link, and hands on skills learned in the course that you listed in your summary section.

Any licenses or specific certifications such as HubSpot marketing or Google analytics should follow the education section. Listing these achievements makes it easier for the reader to quickly see you meet the minimum qualifications for the job include any expiration dates on these as some need to be periodically renewed. As you gain experience, you may want to move your education and certifications to the end of your resume as your experience is more relevant to the positions you apply for in the future. For the education section and all subsequent sections you want to start with listing your most recent achievements first.

What to include in your education section? For your current program, be sure to list the name exactly as it will be listed when and if the certificate is issued, for degrees right out the degree you are either currently working on or have earned, ensure that you are listing your degree properly. Example, Bachelor not Bachelor's of Science and business or Bachelor of Arts and whatever your undergraduate degree, maybe if you completed one. Name of the school, exactly how it will be listed on the certificate you receive, you can view your course to see the exact nomenclature.

GPA's awards, scholarships, and honors only include a degree GPA if it's impressive, generally a 3.5 or higher on a four-point scale. And if your resume has not filled an entire page, you can include educational awards, Dean's list, graduation honors or scholarships you were awarded. You should also include the location of the school, so any city and state and dates. If you are applying for position and your program is still in progress, you can list the anticipated completion date. If you went to a school and did not earn a degree, you do not need to list it on your resume.

Only the month and year of education completed is needed here. Some older job seekers choose to omit dates to prevent potential age discrimination. This is a personal choice dates may still be required in an online application though dates are significant for technical programs to show that the skills are current. Therefore, the current program completion date should always be included. Regardless how much or how little formal education you have do not include high school degrees on your resume. Your experience and memberships with professional organizations says that you are engaged in your industry. Professional organizations and associations may also be a great place to volunteer for projects.

Get insider perspective, attend networking events and meet more people within the industry who may lead you to your next opportunity. Community involvement and volunteering may be important to your future employer. It provides an employer with the knowledge that you are more than just dedicated to your job. It presents a personal dedication to fostering a thriving community, which may show value alignment with an organization. When listing your community involvement is preferable to include experiences from within the last five years. However, if someone has community involvement experience more than five years old that aligns with certain company values, it is still okay to list.

If you have room on your resume, you may list awards you have received from your current or previous employers, your professional affiliates or from your community involvement. This is a great way to showcase that you stand out among others. Your resume is one of the first documents that help define your brand, who you are and what you can deliver. This document does not get you a job, but it does determine if you will be called in for an interview or if you will be lost in the sea of applicants, keep it one to two pages, based on your experiences, and notable achievements.

Start with the generic resume and then tailored to each position. Resumes are an iterative process; you often need to refine and update. It should be a living breathing document. Take your time when customizing your resume, emphasize different skill sets for each position and have a different summary. Your resume should also be completely free of errors but do not only rely on spell check to review your resume. Read it line by line and then read it from the bottom to the top. To force yourself to read it slowly to look for errors in grammar, spacing, punctuation, spelling and consistency.

Ask someone else to review it for feedback on clarity and errors and consider using the resume checklist and the resource area of your course for quick reference when reviewing your resume. As you customize your resume to each position to which you are applying. Focus on any impact or achievements made or business problems you have solved in your current or prior roles. When you add these details, stay honest because you will have to speak to everything on your resume if you are asked to in an interview and if you attend an in-person interview resume paper can be another way to help you stand out amongst the resumes of other applicants.

This concludes the series on resumes. There are additional resume resources available in your canvas course shell.