



Creating And Updating Your Resume



Creating and Updating Your Resume Series

Part I:

- Getting started
- Considerations before writing resumes
- Resume formats

Part II:

Resume sections:

- Header
- Opening and summary
- Experience
 - PAR statements

Part III:

- Resume sections continued
 - Education
 - Additional information
- Resume tips



Part I: Getting Started and Resume Details



Resume Overview

Resumes:

- Demonstrate your fit for a position
- Need to be customized for each position
- Must include keywords that match job descriptions
- Summarize impactful contributions and experience



Resumes: Before You Begin Your Resume

Find a target job before updating your resume

- Determine your target geographic market(s).
- Research the organizations and positions within the market of interest.
- Determine the assets you possess.
- Align your values with the organization.



Your Personal Brand

Your strengths

Know your strengths,
skills, and career
highlights

**Your personal
brand**
(intersection of the
two)

Their needs

Know the needs of
the organization