ASSIGNMENT 2:
Building a Résumé

Asssigned:	5 September
Due:	12 September

Objective

To revise or start developing a professional résumé for use in employment applications and web properties (including personal site and/or LinkedIn)

Goals

- To determine the correct résumé format for your level of experience

- To build or revise a résumé document using the chosen format

- To begin career-oriented conversations and planning with Allegheny College career advising staff

Reading Assignment

Read more about the `different kinds of résumés` to determine which may fit best for you. Given the general assumption that you more than likely do not have the kinds of relevant experience to create purely chronological format, it may be best for you to focus on the `functional résumé`, the `combination résumé`, or (depending on design interest and skill) the `infographic résumé`. Those of you with specific positions in mind, other formats may cater to the precise image of yourself that you're trying to "sell."

Writing Assignment

Information arrangement

After selecting the format of for your résumé document, organize your document using the following matrix to assign priority to various sections (note, these are intentionally out of order):

Type of Information	Position (1-7; 1 indicating highest/first listed)
Academic performance & qualifications	
Transferable skills & knowledge	
Achievements in/outside of college	
Reference contact information	
Honors & Awards	
Publications (if any)	
Project/work experience	

Writing about projects, experience, and involvement

1. List all of your leadership, work, or project experience along with associated responsibilities

2. Group these lists into types

   - Experience 1: tasks 1-2 are administrative, 3-5 - development
   - Experience 2: tasks 1 -3 development

Once you have your list of tasks, develop these into "Accomplishment Statements." These are written statements describing the tasks associated with a given experience that, according to the Yale Office of Career Strategy, "don't just list what your role was; [they] also give specific examples of the impact you made and the value you added during those experiences."

For example the following "stems" often result in strong points:

- `{ACTION}` + `{PROJECT}` + `{RESULT}`

- Accomplished `{IMPACT}` measured by `{METRIC}` through `{DETAILS ABOUT HOW THE ACCOMPLISHMENT WAS ACHIEVED}`

Tips for creating strong statements:

- Use active verbs; you *created,developed,*or *implemented* a solution

- Quantify the impact of an action or solution

- Provide qualitative context

Pull It Together

- Browse either the provided resources to find a template or evaluate other sources, including stock Word templates or other alternatives

  - When considering visual layouts, think about your Developer Narrative. What kinds of language did you use? Minimal? Vibrant? Technical? Simple?
  - The way you talk about your work and your development history might influence the visual nature of your resume. For example:
    * If interested in work that revolves purely around technical skill, choosing a résumé that highlights, quantifies, or qualifies technical skill is important.
    * If your focus is teaching, teachers may have a different kind of document that is less visually-oriented, though the profession may be changing.
    * Keep in mind that you may need to provide other documents (cover letters, statements of teaching, et. al) which vary by profession or type of work. Be aware of this consideration, as you want your materials to look uniform and cohesive. Find templates that you can either re-purpose for these documents or packages which already include at least a cover letter template.

- Be sure to include your name and contact information in a prominent place

- Use the rank-order of sections made earlier to arrange the various pieces of your résumé

- Choose a professional type face and size (generally, one cannot go wrong with 12pt)

- Use space, bold, italics, or bullet points to provide visual variety

  - However, *be consistent* with your use of these visual elements; if setting employer names in **bold**, always do so throughout, for example

- In sections which list items, use reverse chronological order wherever possible

Discussing Next Steps

While not a requirement, visiting Allegheny Career Services in Pelletier is a fantastic next step toward taking the work done here, and transforming it into your next opportunity. Find out more at their `college site`.