

# A Guide to Resume Writing

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## What a Resume is.....

- A **Marketing Piece** that creates interest.
- A **Snapshot** of a candidate's accomplishments/qualifications and experience.
- A **Communications Tool** that informs an employer why you should be the company's next hire!

## And What a Resume isn't.....

- A **Historical Document** that lists all job responsibilities and even all jobs.

## Types of Resume Formats

**Chronological** *\*\*Most popular with employers\*\**

- Focus is on positions and responsibilities

**Functional**

- Focus is on skill areas and supporting examples

**Combination**

- It is important to note that there is not one right format for all job seekers

## The Basics

- Single Page vs. Two Page: Decision should be based on experience and education
- Font Size: 10-12 point font
- Font Type: Times New Roman, Arial or similar simple fonts
- Use spacing, bolding and even font size for emphasis
- Maintain an adequate balance between white space and type

## Resume Goals

**Goal 1:** Experience and/or Education support your intent

**Goal 2:** Progressive responsibility and skill development are illustrated

**Goal 3:** Areas of particular interest are highlighted

**Goal 4:** Resume is results-oriented and showcases accomplishments

## Final Check

- ✓ Wisely utilize free space - Does your resume look too cluttered or too bare?
  - ✓ Stay away from "paragraph-ish" descriptions. Don't bog the reader down.
  - ✓ Review your Summary - Is it supported/detailed in your resume?
  - ✓ Check that all relevant keywords are included.
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# GEORGE P. BURDELL

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**SUMMARY** Over 10 years of progressive responsibility in technology roles within financial organizations. Strong hands-on programming and design background. Proven ability to implement systems that align with clients' business and technology goals. Experience with full-cycle project management to include planning and design, budgeting, team leadership, and client training. Record of building and expanding professional relationships based on business successes.

## PROFESSIONAL EXPERIENCE

### Large National Bank

Charlotte, NC

2008-Present

#### *Senior IT Project Manager*

- Manage team of three consultants responsible for implementing technology deployed to bank branches across the eastern United States.
- Collaborate with Corporate Training to provide new user training and supporting materials for 3500 region employees.
- Plan and manage budget and complete project life cycle compliance for all new implementations.
- Communicate regularly with executive management to provide status updates on various projects.

### AND Major Consulting Company

Atlanta, GA

2003-2008

#### *Implementations Consultant*

- Led major implementation for CRM system for financial institution across 1000 branches.
  - Interfaced with client representatives to determine specific needs.
  - Worked with programmers to create product that allowed branches to track and share customer information for relationship building and cultivation.
- Managed evaluation and selection of content management system and shopping cart package for a major technology manufacturer that had previously only sold products through third-party retail outlets. This increased accessibility for products resulted in a 38% increase in sales in two years.

#### *Consulting Associate*

2000-2003

- Produced custom integration software for large national bank that exported customer data from legacy systems into centralized Oracle database for more efficient and effective analyzing and manipulation.
- Analyzed and gained expertise on a major pharmaceutical manufacturer's sales and marketing information systems and wrote cost reporting software that allowed the client to automate reporting resulting in 80% cost reduction and compliance with government cost reporting regulations.

**SKILLS** **Programming:** C++, C#, JAVA, HTML, Ruby, SQL, PYTHON

**Operating Systems:** Linux, Windows 8, Android, Mac

**Language/Communication:** Fluent in Spanish; Skilled in Mandarin Chinese

## EDUCATION

Georgia Institute of Technology

Atlanta, GA

Bachelor of Science, Industrial & Systems Engineering

May 2000

- GPA 3.9, *graduated with highest honor*

Study Abroad: Universidad de Barcelona- Engineering/Spanish Language Immersion

Spring 1999

## LEADERSHIP AND COMMUNITY INVOLVEMENT

### *Member, Charlotte Tech Network*

2008-Present

### *Site Lead, Team Buzz* (Atlanta, GA and Charlotte, NC)

2005-Present

- Lead up to 15 site participants to complete service projects for local schools, parks and community centers
- Communicate with Team Buzz organizers on site needs and project progress

### *Vice President, Technology Association of Georgia*

2009-2008

- Led all professional development events for 250 IT professionals in the Business Intelligence Society
- Managed programming budget for the BI Society's quarterly events and contact recognized professionals to serve as keynote

### *Advisory Board Member, IIE (Institute of Industrial Engineers)*

2007-2008

- Met regularly with IIE GT leadership team to plan student opportunities for professional development

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**Summary** - Generally termed Summary, Professional Summary or even Professional Profile. This section is generally 3-4 sentences/statements that provide background related to the job of interest. The Summary encourages readers to read on to get more specific details and indicates what sort of work you would like to do.

**Professional Experience** - Can also be termed Work Experience, Experience, etc. Individuals may choose to use two experience categories calling one Related Experience (or even tailoring it to a particular professional area like Consulting Experience) and using Other Work Experience to document less relevant experience. A good rule of thumb is to include the last 10-15 years of experience on the resume. There may be exceptions to that to consider on an individual basis.

**Skills** - This section is critical in communicating keywords that are essential to the job. Using a Skills category, you can easily showcase what competencies you bring to the job. Creating sub-headings in the Skills category can certainly help in making the section easy to read and to draw attention to important areas.

**Education** - This section allows you to document the degree you received and the institution you attended. Be sure use the proper name of the degree and the college/university. If you graduated in excess of 15 years ago, you may choose to not date your degree. Academic achievement related to graduation (graduating with highest honor) or cumulative or major GPA would be appropriate to add here. Study abroad opportunities are often added here as are completion of the co-op program. Those additions would be more appropriate if you are a recent graduate. If you have achieved a body of experience in your professional area, Education will be below Experience.

**Activities** - Including resume sections that convey community or leadership activities or professional association affiliations can benefit you because it gives a reader more information about you and conveys a degree of enthusiasm about professional and/or service activities. Certainly it may also be a good point of connection for a reader if he or she is involved in that organization or knows about its activities.

## Resume Checklist:

### I. Introduction

- ✓ Is your name easily readable and prominently displayed at the top of the resume?
- ✓ Does contact information include at least an email address and phone number?
- ✓ Is the email address provided professional in nature?
- ✓ Is a local address included if pursuing positions locally?

### II. Experience

- ✓ Are positions listed in reverse chronological order or in an order that emphasizes positions that are related to the type of role that you are targeting?
- ✓ Are positions introduced with Position Title, Dates Worked, Company and Location?
- ✓ Are positions detailed with bulleted points that illustrate responsibility and accomplishment?
- ✓ Are accomplishments quantified where relevant and meaningful?
- ✓ Are position described adequately? Do you provide enough data so that the reader can easily ask additional questions about what you've done?
- ✓ Is content specific enough to be meaningful but the value of the candidate can easily be recognized by a person not working in that exact field or type of position?
- ✓ Are industry specific keywords integrated into position descriptions?
- ✓ Do bulleted points begin with action verbs?
- ✓ Do positions cover the last 10-15 years as opposed to entire career (if longer)?
- ✓ Are increased responsibilities and skill development illustrated?
- ✓ Are teamwork, leadership, technical acumen, leadership and professional/communication experience illustrated if applicable?

### III. Education

- ✓ Are educational degrees listed in reverse chronological order (unless you are attempting to emphasize an earlier degree over one obtained more recently)?
- ✓ Are degree dates eliminated if they occurred over 15 years ago?
- ✓ Are degrees written out in their full formal titles? (For example use: *MS in Industrial and Systems Engineering* or *Master of Science in Industrial and Systems Engineering* instead of MS in ISYE)
- ✓ Are dates and city & state on the right?
- ✓ Are study abroad and other educational experiences or achievements included where appropriate?

### IV. Skills

- ✓ Are skills/keywords relevant to the job of interest clearly presented?
- ✓ Are the skills broken down into meaningful subheadings which classify and add weight to skill areas (as appropriate)?

### V. Activities

- ✓ Are the professional associations you participate in clearly listed so that a reader can easily identify commonalities or interest in involvement in your professional area outside of your job?
- ✓ Are community service activities/groups and other community or alumni organizations listed?
- ✓ Are leadership roles within groups presented? Is your impact on the organization illustrated?

### VI. Final Check

- ✓ Does the resume wisely use white space—Does your resume look too cluttered or too bare?
- ✓ Did you avoid using too many paragraph-like descriptions that might appear overwhelming to a reader?
- ✓ Is the Summary supported by the content provided in the resume?
- ✓ Did you check that all relevant keywords are included?
- ✓ Is the resume completely free of any misspellings or typos?

