



Resume Writing

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A Resume is NOT a CV

- A CV is used in academic and research-oriented job searches.
 - A CV is of flexible length
 - A CV is a record of your academic accomplishments and credentials.
 - A resume is used in business, non-profit, government and other types of job searches.
 - A resume should be 1 page, 2 pages max.
 - A resume is not all-embracing; it should be targeted to a particular job in a particular field.
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PURPOSE OF A RESUME

- The Resume - An important job search tool.
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Targeted for the Job

- **One size does not fit all.**



Resumes

Targeted

Addresses Specific Needs



Tailored

Shows You're a Good Fit





Why should it be good?

- Your goal is to get an interview
- A resume is a window
- It's a brochure about you
- The 8 second test
- Brevity and readability

The Resume





Most Résumés Contain

- Personal contact information
- Objective
- Education
- Experience
- Awards
- Activities
- Computer Skills
- References sentence or phrase
- You can add more sections than this, but for an undergraduate résumé, they probably aren't necessary.

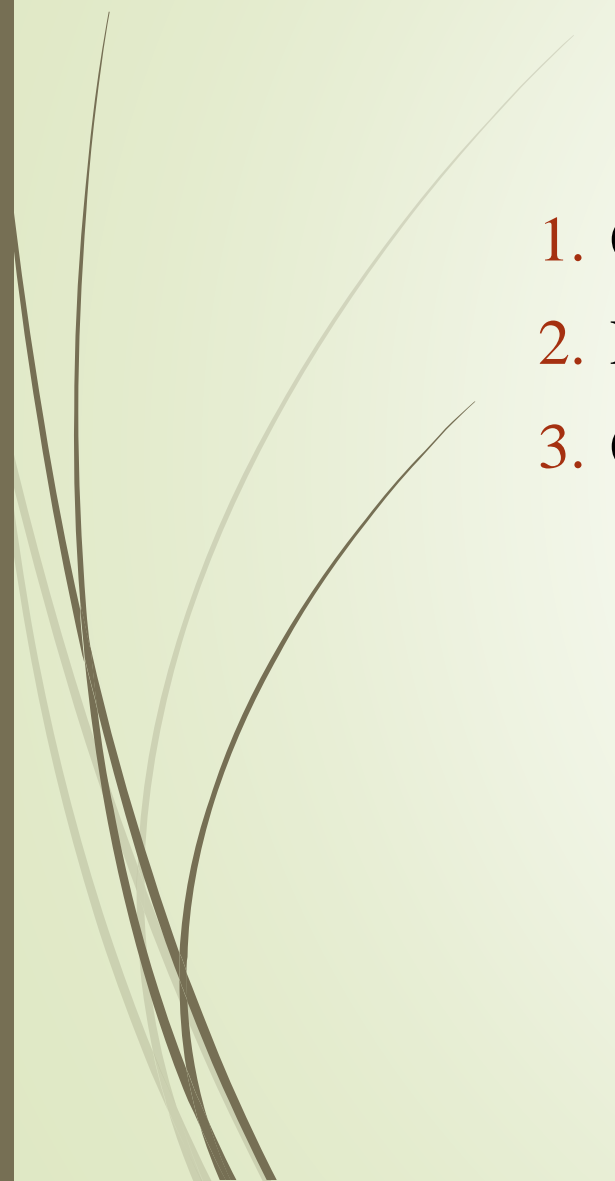


5 Steps of Resume Development

1. Analyze the Position Description
2. Generate a List of Accomplishment
3. Identify Relevant Skill Areas
4. Write Descriptive Phrases
5. Choose a Format



Types of Resume

1. Chronological
 2. Functional
 3. Combination
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The Heading

- Preferably at the top in the center or right side
- Name, address and phone number
- Email
 - accessible after graduation.
 - Professional address
- NOT: Slacker_35@sbcglobal.com
- NOT: needz_da_muney@zetzero.com



Objective

- A targeted statement that clearly states the type of job you are seeking.
- Good objectives are very specific— “To work with the design and development of new computer systems with a special interest in microprocessor application.” “Position in public opinion polling or consumer product market research using skills in survey design and statistical analysis.”
- Objectives are optional.

Objective examples

Don't write a novel

Objective:

To seek an opportunity for a career position with your company as electrical instrument engineer that will utilize my experience in engineering and management skills, while seeking a room and growth for learning and experience to further improve skills that will lead to the advancement within the company.

I smell Fear!

To work in a stable company in the business area and use good administrative skills in order to be a productive employee and grow within the company

Closer...too brief

OBJECTIVE

EXECUTIVE - MANAGEMENT POSITION



Education

Include the following:

- Institution of study(s)
- Degree(s) and Major(s)
- Honors

Do I have to include my GPA?

- If absent, employers will assume $\text{GPA} < 2.8$
- If present, designate a scale i.e. 3.2/4.0

Do not use GPA in a major alone



Experience

- List all skills relevant to the targeted position
- **Use Accomplishment Statements**
Two models you can use to help craft your accomplishment statements.
- **PAR**
Problem, Action, Result
- **A+B=R**
Action + Benefit = Result

PAR Statements

- Use the following chart to help organize your ideas:

PROJECT (subject)	ACTION (verb)	RESULT (why?)
New, incoming staff	Trained and supervised	To ensure consistency of service and adherence to policies and procedures at all times

- Put it all together into a PAR Statement:

Trained and supervised new, incoming staff to ensure consistency of service and adherence to policies and procedures at all times.

A+B=R Statements

Researched and wrote a paper on the effects of cyberbullying on pre-teenagers, and was invited to present findings at a national conference for Safe Schools.

- Challenge/Context: addressing cyberbullying on pre-teenagers
- Action: researched and wrote
- Result: invited to present findings at a national conference for safe schools

- **Demonstrated initiative to develop a computerized database which saved 4 hours per week from previous method and increased office efficiency.**
- Challenge/Context: needed a computerized database to improve efficiency
- Action: took initiative to develop a database
- Result: saved 4 hours per week



Experience



- Think in terms of experience, not employment or work history.
- Be sure to include internships and unpaid positions if they are relevant.
- Be concise in your descriptions of what you did.
- Do not use “Responsibilities included” or “Duties were.”
- Translate specialized skills and interests into everyday language.

Focus on Transferable Skills

A transferable skill is a skill gained in one job that is useful in another. Many high school and college experiences do not directly relate to a post-grad career, but most people can always talk about transferable skills! Here's an example of a resume entry describing a yard work job, by a student seeking a management trainee position:

Yard Care Worker

Smith's Lawn Service, Sacramento, CA: Summers 2007 and 2008

- Consulted with customers regarding service and provided feedback to company owner
- Trained new employees on use of equipment and proper landscaping techniques
- Demonstrated punctuality by starting shift at 5 a.m. every day and achieving 100% attendance
- Exhibited a strong work ethic by providing hard labor in demanding conditions

Note that the job candidate did not talk about the actual duties that would be obvious, e.g. mowing lawns and trimming trees, but instead focused on the transferable skills that would be important to an employer hiring for a management trainee position.





Use Action Verbs


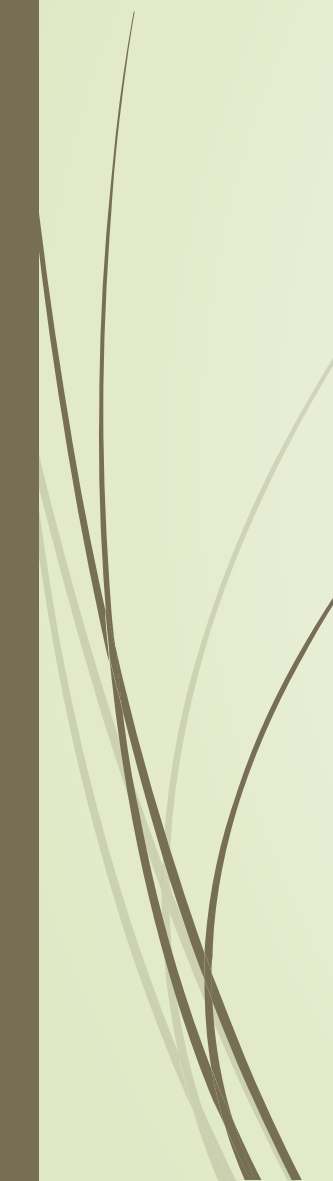
- Designed
 - Created
 - Tested
 - Earned
 - Gained
 - Sold
- Supervised
 - Staffed
 - Studied
 - Saved
 - Programmed
 - Used



A Hint

- Search and destroy all “Was responsible for” phrase. These usually hide active impressive verbs
- Ex: Was responsible for the supervision of 12 video clerks
- Better: Supervised 12 video clerks

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- **What:** Created a brochure.
 - **What and How:** Created a brochure using InDesign.
 - **What and Why:** Created a brochure to generate customer interest in the company's new line of fall clothing.
 - **What, Why, and Result:** Created a brochure to generate customer interest in the company's new line of fall clothing, resulting in high praise from Director of Marketing.
 - **Adding Adjectives:** Created a colorful and eye-catching marketing brochure using InDesign to generate customer interest in the company's new line of fall clothing, resulting in high praise from Director of Marketing.

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- **What:** Tutored students.
 - **What and How:** Tutored students using a variety of methods to adjust to different learning styles.
 - **What and Why:** Tutored students to help them retain information and improve both grades and overall performance in Math and English.
 - **What, Why, and Result:** Tutored students to help them improve grades and overall performance; saw marked improvement over a three-month period in 100% of students.
 - **Adding Adjectives:**
 - Tutored at-risk youth in Math and English; assessed learning styles of each student and creatively adjusted tutoring style based on results.
 - Affected information retention and overall grade improvement in 100% of students tutored over a three month period.
 - Acknowledged by Director for strong commitment to student success.



Activity

- ▶ **Think of at least 2 projects (curricular and extra curricular), and write it using PAR statement or $A+B=R$ statement.**



Use Parallelism

- Parallelism is a writing technique that places equally important parts in equal grammatical form
- You want to use parallelism in lists—especially lists that begin with bullets



A Very Common Mistake in Parallelism

- Examine the current examination rules
 - Reasons for a change in the examination rules
 - New exam rules explanation
 - Summary
- Examine the current examination code
 - Give reasons for a change in the examination rules code
 - Explain the new examination rule
 - Summarize the main points
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Where should I look for parallelism mistakes in résumés?

- Look carefully at the first word in each entry, especially under job experience
- Generally, you'll want to start each entry with an action verb—make sure they're parallel



Technical Skills



Programming languages	Mark up Languages	Database Management System
Java script, PHP,	Bootstrap, CSS, HTML	MySQL



Related Skills

Maximize this field!!!

Include relevant courses

List computer skills here

Connect the dots for the recruiter



References

Keep it to three

One personal, scholastic and professional

Be sure they're still there and reachable

Are they a good reference?



Style

Free of Grammatical and Spelling Errors

Easy to read font 12 or 14 pt.

Categorize information

Read down

One page for a Bachelor's



Tips

- Show, don't tell...Never just tell the employer what you're like—show them with examples, and let them describe you
- Example 1
 - I am a hardworking person with great organizational skills
- I was elected the chair of my sorority's budget committee. I was responsible for the accounts of 24 members and a yearly house budget of \$32,000 dollars
- Example 2
 - I am a responsible student
- In my two semesters at AU, I have taken 31 credits and maintained my 3.7 GPA




Looking professional in the printing process.

- Choose a proper color
 - White
 - Off-white
 - Gray
- Whatever printer you use—


CHECK THE PRINTOUT!

- Smudges, feathered lines, or faint ink do not make you look professional



E-resumes

- Who benefits?
- How? (Online, e-mail, scanning)
- Have your name be the only thing on the top line
- Plain text in simple font
- “Snail mail” on white paper only
- Key words, Key words, Key words

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- Include your last name and the position you are applying for in the subject line so employers can easily pick out your email. Don't use all caps or words like "amazing" or "Read now" because these words could trigger spam filters. Avoid excess formatting on electronic versions and keep your e-mail address professional.
 - Below are a few example of a BAD email addresses:

ImAPartyGirl@email.com

JennysMom@email.com

Example of a GOOD email address:

MaryDoe@email.com

M.Martin@email.com

- Make sure you don't share personal information if you are going to post your resume online or electronically. Make sure you don't include your home address and phone number.



Ready?

Research the company and yourself

Be ready to back up anything on the resume

Have at least two friends proof read and critique