Resumes

Introduction and Resume Assignment

You have a resume assignment. A resume is important to getting a job in any field – and I want you to have one ready to go should you need it, and learn how to create a good one.

If you don't have much to put in your resume, that's fine - it's a great motivator to look at your own prep as an employer would, at a time when you can address weak spots.

For this assignment:

1. You must follow these guidelines, taken from the U of U Career Center. Their example is not the only way to create a resume, but it is a good one, and in previous classes, students who used it created better resumes than those who didn't.

A copy of the slideshow will be on canvas and the github website

A very experienced person might have a 2-page resume, but a resume is typically a screening device - employer need to be able to see very quickly whether see quickly whether you are worth considering further. Sites say employers take about 30 seconds to review a resume.

The resume is a selling tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to the employer's workplace.

What is a resume? Title slide

What is a resume?

A resume is a brief outline that shows recruiters or employers your education, your work experience, your skills whatever in yur background makes you a good fit for the position.

The resume won't get you the job: combined with your cover letter, it will help you get the interview. The resume is a selling tool that shows an employer, at a glance, how you can contribute to the employer's workplace. It's a screening tool.

may be used by HR department to sift through a large number of applicants. Or recruiters on LinkedIn.

A CV or vita (Curriculum Vitae) is a kind of resume, but targeted toward academic jobs. It is also a way to brag about your accomplishments, but in a more standard form.

A resume should be concise, accomplishments driven, and targeted

Concise:

Your resume has to sell you in short order. Employer must be able to see quickly whether you are worth considering further – might take 30 seconds. Sites say employers take about 30 seconds to review a resume.

targeted & tailored:

targeted to a particular job, so you need to know what the employer wants and emphasize those. Use keywords, because sometimes they are scanned electronically.

accomplishments driven:

What you did at that job, not just your job title.

Sections in a resume

review. Contact info at top. No personal info.

Order after that can vary. If just out of school, probably begin with education.

If have a long employment history might begin with that.

Lots of kinds of experience count here!

Think about your own strengths

We'll come back to this.

While all resumes include (1) Contact Info (name, address, phone, email) (2) Eduction (3) Experience (4) Other stuff (honors, activities, etc).

But it should be tailored to YOUR strengths.

Think about *your* experiences – they can be something extra-curricular if it strengthens the pitch.

You will want to emphasize things are are strong and relevant - put them early in the resume, or highlight with the formatting.

Starting out, education will probably be the first section. But a more senior person might want to lead with their employment.

You can leave things out: If your GPA is a strength, include it. If not, don't.

If a job you had is not going to sell you for the position, you can leave it out.

The template

How do you do all that in a way that an employer can see in 30 seconds or less?

This slide shows the general format I want you to use.

You can omit categories, or have other sections (employment instead of 'relevant experience'). The guidance on the left gives other options.

But use this general format, because it makes good use of the space - there's a lot of info here, and still it's readable.

ok, let's go through it.

This is the career center's recommendation

the point here is to make it easy to read. this is not the place to get creative (that's in the cover letter).

People expect to see certain information. make it easy for them to find it

Contact info and education

Education should...

- have major spelled out

- have "expected graduation" Month and Year [here all dates are at right]

- have full name of school

- have location

- optional: skills, certificates, courses taken if relevant

Experience

Can be subdivided into separate sections, or not

For each entry:

- job title

- organization

- location

- dates you were/are there (month AND year)

- bullets with accomplishment statements

These things apply to all experience sections such as campus involvement, volunteering, etc. – Remember consistency!!

And other possible sections other than the required ones:

A skills section is helpful.

Skills, Languages, Publications, Projects, Awards, etc.

Think about your projects, software/coding languages, languages you speak, relevant coursework, volunteering, certifications, awards, presentations.

Think about how to best present and represent your relevant skills to what you are applying for.

Take a few minutes to list some of your experiences for a target position (internship, etc)

Experience section

Hardest to write. What goes into those bullets?

Slide

Describe the important things accomplished. Not just the job description.

Describe what you did in such a way that it makes it clear the skills and knowledge you gained from the experiences. Not just a job description.

it needs to be concise:

You don't need full sentences. Recommendation is to start with an action verb: "developed" "taught" "planned" "supervised"

followed by the details, and why it mattered.

These verbs need to be of high quality. Often, students tend to put things like assisted, or responsible for, but that is not specific enough for employers to really know what you did.

So pick your action verbs with care

Instead of assisted, you could say supported or coached or encouraged or fcilitated depending on what you did

Take a few minutes to write down a few bullets for the experiences you listed.

These examples may help

Slides, career center Slides, anthro

Tips

Read

ATS explained

"Applicant Tracking Software/Systems" or ATS

companies often get hundreds of applications. So

What more and more companies are doing is using what is called "Applicant Tracking Software/Systems", or ATS, to help with that.

How it works: Once you submit your application, it takes key words from the job description and scans through your documents to look for them.

From that it comes up with a match percentage of those key words, and the higher your percentage is the higher up in the pile you go.

if your resume does not have a high enough match percentage or if it is in a form that the ATS cannot read through, then the company won't view your application

So the Career Center's recommendations about formatting or word choice are based on this - they research how Applicant Tracking Software reads your resumes

So take advantage of that