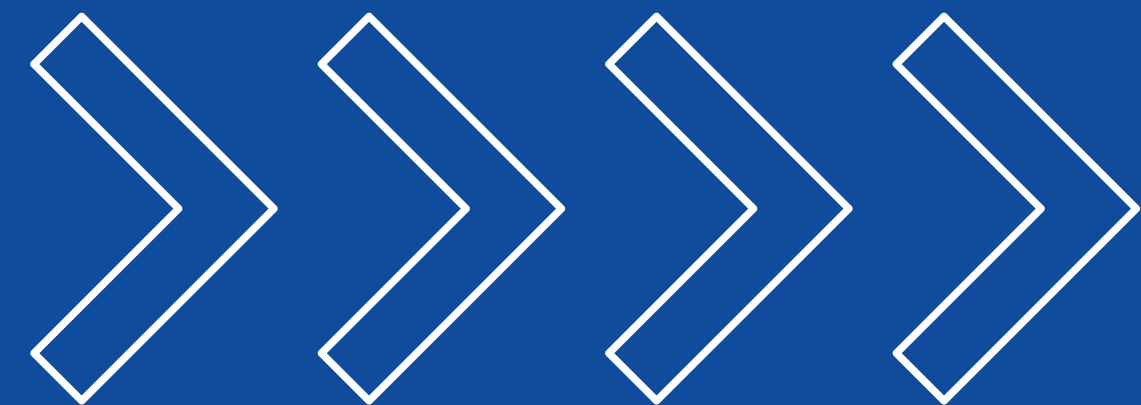




Resume Workshop  
¡Bienvenidos!



# Agenda

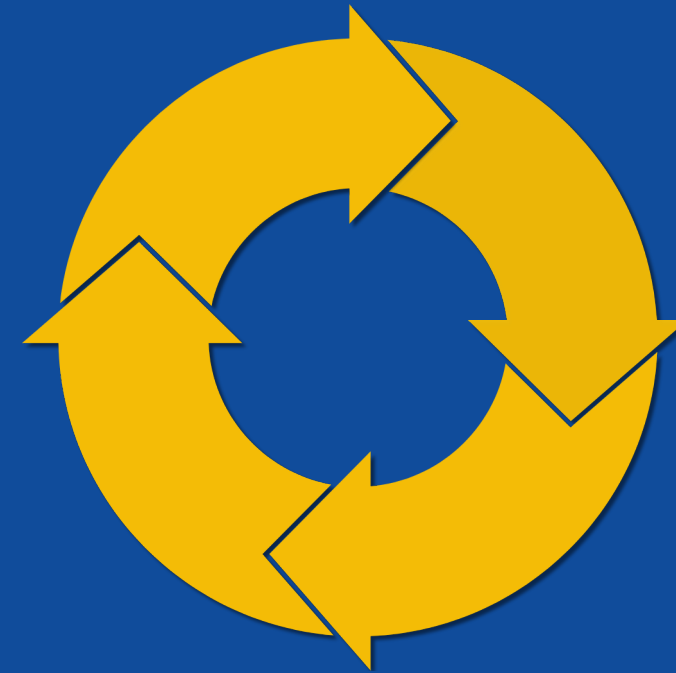
- 1 Qué es un resume?
- 2 Soft Skills y Technical Skills
- 3 Formato de un resume
- 4 No tengo experiencia...



# Qué es un resume?



La primera impresión



Es un ciclo



# Soft Skills

Hacer Preguntas

Confianza

Creatividad

Atención a

Ambición

Empatía

Detalles



Ciberseguridad

# Technical Skills

Ciencias de  
Datos

Debugging

Software

Computación en la nube



# Formato de un resume



Earned a Bachelor of Arts in Communication from Arizona State University and is now dedicated to helping people from a diversity of backgrounds reach their full career potential.

She now works as Director of Candidate Experience at Vendition, a company that helps Recent College Grads, Athletes, and Career Switchers land opportunities in tech sales.

While Penelope's focus is primarily on helping folks land sales roles, she is an expert at providing resume feedback that will resonate with whatever job it is that you're striving to land.

Penelope Yamauchi

Revisión de resume

# Secciones de un resume

1 Info de contacto

5

Experiencia

2 Objetivo (depende)

6

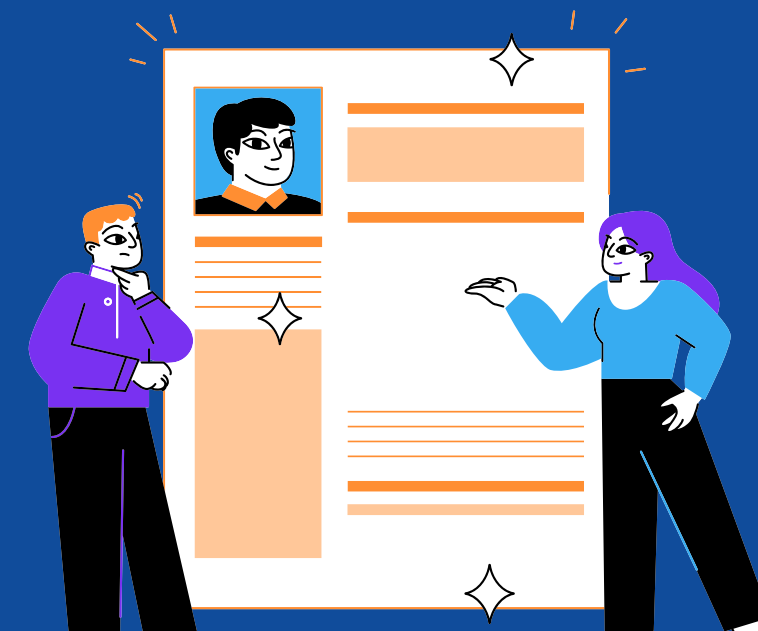
Proyectos

3 Educación

7

Desarrollo /  
Extracurricular

4 Habilidades



# Mejores Practicas

Debe ser una pagina

Incluir tu portafolio (si lo mantienes)

Listar experiencias en orden cronológica reversa

Incluir premios

Usar letras profesionales > 10ppt  
Times New Roman, Arial, etc.

# Que no es recomendado?

Incluir una foto

Estado civil, edad e informacion demografica

Enviar como un word doc



# Remarcando sus experiencias

## Método ESTRELLA (S.T.A.R.)

**S**

Que era la situación?

**T**

Que era la tarea?

**A**

Que acciones tomaste?

**R**

Describe los resultados

# Al destacar tus experiencias...

**Proveer detalles de lo que lograste en el internado**

**Usar bullets**

**Incluir metricas de ser posible.**

**Usar verbos de accion:**

Communicated,  
Coordinated, Developed,  
Installed, Taught, Tested,  
Trained.

# Good

- I worked with the professional staff. I helped them with specifications and drawings for an engine. I was involved in performance testing of engines. Additionally, I was responsible for getting the conference room ready and attending weekly staff meetings.

# Better

- Worked with engineers in developing specifications and drawings for an engine. Tested engines and recorded a range of measurements. Set-up the conference room and attended weekly staff meetings.

# Best

- **Collaborated** with team of five engineers in developing specifications and drawings for a dynamic simulation model of an internal combustion engine
- **Conducted** durability and performance testing on 15 engines to measure fuel consumption, fuel temperature, oil pressure, torque, and engine speed to ensure safety and suitability
- **Prepared** conference room and attended weekly staff meeting with 35 engineers and technicians to stay apprised of current projects, upcoming deadlines, and department updates

# No tengo experiencia!

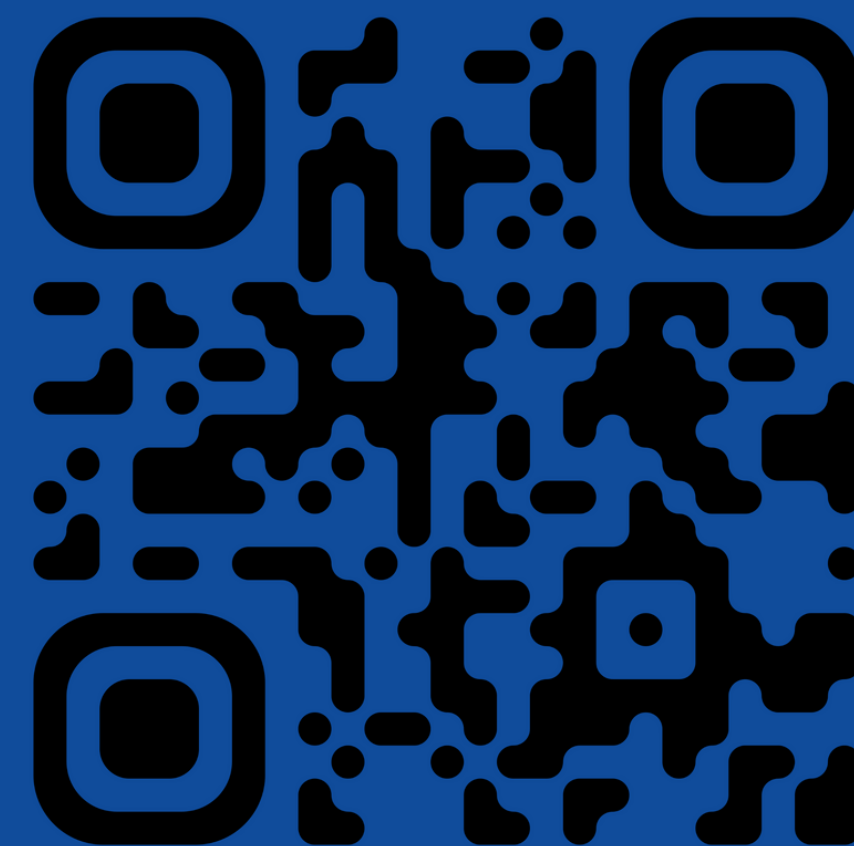
Remarca tus proyectos

Demuestra la aplicacion de tus habilidades  
tecnicas

# GRACIAS POR VENIR!



**PÁGINA WEB**



**SIGUENOS!**

 **COLORSTACK\_PUPR**

 **COLORSTACK AT PUPR**