



On the Job Hunt

THE RESUME

Resume Facts

- ▶ Did you know that most HR professional spend 6 seconds reviewing a resume
- ▶ 4.8 seconds is reading name, job title and organization
- ▶ 1.2 seconds scanning keywords.
- ▶ If they find one mistake such as a spelling error, your resume is tossed in the bin
- ▶ Wow, talk about a fast first impression!

The BIG F

F

Education

Additional Skills

Summary statement

- ▶ Many people include a summary statement
- ▶ This is a few short lines highlighting why you would be a valuable employee
- ▶ Here is where a good hook, tag line or your own flare will shine

Summary statement

- ▶ Be specific to the job at hand. For example:
 - ▶ If you graduated with a degree in Computer Science and are applying for an IT help desk job, you could highlight that you enjoy using technology to improve others' lives

Different resumes based on industry

- Quick Reminder – Every inch of space on your resume is valuable
- Don't repeat yourself
- Utilize buzz words, including industry specifics jargon
- Don't waste the space

Different resumes based on industry

- In most resumes there are different areas:
 - Contact Information
 - Summary
 - Work Experience
 - Education
 - Additional Skills or Interests
 - Careful with this one

Contact information

- ▶ Full name at the top of your resume
- ▶ Email address - even if you apply online
- ▶ Phone number
- ▶ Professional email
- ▶ Physical address
- ▶ Website (or online portfolio link)

Summary Statement

- ▶ Highlight your skills and experiences
- ▶ Usually placed before education or work experience
- ▶ It attempts to answer the question:
 - ▶ How can you contribute the organization?

Work experience

- ▶ For every work experience item, make sure to include
 - ▶ At least two duties that are actionable, quantifiable responsibilities
 - ▶ Ensure they're relevant to the job you're applying for.
- ▶ Use past tense verbiage, unless discussing a current job
 - ▶ Then, you can use present tense

Education

- ▶ Start with your most recent education including:
 - ▶ Years of attendance
 - ▶ Degree/Diploma/Credential earned
 - ▶ Relevant coursework
- ▶ Keep this section near the top for now
- ▶ Once you have a significant amount of work experience, move it down.

Skills and abilities

- ▶ These skills may not fit neatly into your resume
- ▶ Here is where you note languages
- ▶ *Technical positions:*
 - ▶ this is where you indicate programming language and software tools

Interests

- ▶ Describe personal interests
- ▶ This is where they can relate to you on a personal level
- ▶ Make sure interests are appropriate

Formatting your resume

- ▶ Clear, readable font
- ▶ Simple Headings
- ▶ Brief, bulleted list
- ▶ Consistent margins
 - ▶ Balance out the white space

Work Experience Bullets

- ▶ Focus on relevant responsibilities
- ▶ Highlight tasks that required a high level of skill or specialized knowledge
 - ▶ Ex. training other employees or handling large amounts of money
- ▶ Begin bullet statements with past-tense verbs (unless currently working there)

Analyzed
Collaborated
Conducted
Controlled
Coordinated
Created
Designed
Developed

Established
Evaluated
Executed
Generated
Implemented
Improved
Increased
Launched

Led
Maximized
Organized
Prepared
Quantified
Reduced
Secured
Strengthened

Work Experience bullets

- ▶ Quantify your accomplishments:
 - ▶ Handled cash and credit transactions exceeding \$3000 daily.
- ▶ Start strong – Remember the F?
- ▶ Make sure you mention your strongest skills
- ▶ Do no embellish
 - ▶ Potential employers will either ignore your resume or investigate any inconsistencies prior to an interview
- ▶ Remember the IT field is a very small intimate group.
 - ▶ Your reputation for a false statement might be stake.

A Few Hints

- ▶ Keep it relevant
- ▶ Keep it searchable
 - ▶ AI tools scan for specific verbiage
- ▶ Keep it in different formats
 - ▶ PDF – the correct format to port documents across the web (literally!)
 - ▶ Word – for editing the formatting before publishing as a pdf
 - ▶ Plain Text – to keep the content and ignore any pesky word/pages/libreoffice auto-styling
- ▶ Keep it clean
 - ▶ Have someone else refine the draft. Your eyes have been looking at it for too long, and a fresh perspective can prove to be very useful

Cover Letter

- ▶ A cover letter is your way to showcase your understanding of the organization
- ▶ It shows that your strengths & passion intersect with the company's mission, values and needs
- ▶ It shows evidence that you are indeed passionate about the role
- ▶ It proves whether you can follow instructions or directions
 - ▶ They may ask you something specific to address in the job posting
- ▶ Its evidence of your comprehension and written skills

Cover Letter Outline

▶ Paragraph One

- ▶ What position are you applying for? How did you learn of it? Quick, witty statement as to why you are a good fit. (should grab reader's attention) Have you captured the organization's voice?

▶ Paragraph Two

- ▶ Why are you interested in this role? What attracts you to the position? Why this organization? Reference specifics in job posting here.

▶ Paragraph Three

- ▶ Outline your most attractive qualities, why are you qualified? Hard skills/experience or interest aligns with your personal and professional goals.

▶ Paragraph Four

- ▶ Thank them for considering you; express interest again.

Additional Tips & Tricks

- ▶ Avoid unnecessary filler as you should keep it down to one page
- ▶ Include referral (do you know someone there)
- ▶ Clarify career gaps
- ▶ Avoid apologies
- ▶ Be Nice
- ▶ Don't use negatives
- ▶ Don't use "I feel"

References

- ▶ Generally, you should include two references
 - ▶ Less is more. Don't overwhelm the person viewing your resume with unnecessary complexity
- ▶ Please contact your references ahead of time to make sure their contact information is correct and up-to-date
- ▶ Remember: you are putting someone else's name on your resume; make sure you have their permission.
- ▶ Other companies may require Professional references and Character references