**CAREER 301 RESUME CREATION & REVIEW**

**FROM THE DESK OF THE DEAN**

**SHORE UP YOUR PERSONAL DETAILS**

**TOPIC 1**

The foundational aspects of achieving a job are simple your **Resume and Linkedin** profile.

* In your resume the critical element is to **Illustrate Impact** in what you have done and can do for the company or organization.
* The resume should have 5 sections - Header, Summary Section, Related Experience, Education and Additional Experience or Extracurriculars.
* In your Header do not forget to put your Linkedin address
* In the Summary section put the Job Title you have now (Engineer or Student etc.) with an emphasis in. A potential starting line - I have achieved XXX. DO NOT list that you have all the Microsoft applications credentials.
* Related Experience section list the name of the company if the company is not well known write a one sentence description under company name and above your job title. Use Bullets with your description of your job experience that is written in a concise manner (Illustrate impact with Data).
* Your Education should be listed by most current with dates and your degree. Do not state your GPA, if they want to know they will ask.

**TOPIC 1**

**DISCUSSION QUESTION 1**

Please provide Your name and Etc. for theHeader,

What are you applying for or type of job your desire or what are you now? Engineer, Student? -Summary Section,

What have you done in the past -- Related Experience,

What degrees or certifications do you have -Education

Anything extra the potential employer should know - Additional Experience or Extracurriculars.

**DISCUSSION QUESTION 2**

We will provide you several example resumes (MAKE SURE YOU REQUEST), which one or ones are best for you and why?

**DISCUSSION QUESTION 3 – SET UP CALL WITH THE DEAN**

**Please have your questions and assignments available to discuss in a 15-30 minute block.**