



# Resume Workshop (Session 1)

**Professional Development and Academic Skills**



University of Dayton  
**U Dayton Global**



# Objectives

- **Begin developing a professional resume, following a standard U.S. format OR improve your current resume**
- **Explore the purposes and use of a resume**
- **Use strong adjectives to draft a persuasive objective**
- **Practice using action verbs to describe professional experiences**
- **Complete the Action Verbs & Strong Adjectives Quiz**
- **Identify activities and skills to add personal flair**



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# Poll 1: Purposes of a Resume

Answer the questions in **Poll 1 (Question 1 & Question 2)** on Isidore:

**What's a resume for?**

- a.** To show your education and professional experience
- b.** To use as a marketing tool to showcase your skills
- c.** To give to people when you are networking

**All answers are correct!**

**When do you need to submit a resume?**

- a.** Job or internship application
- b.** Research/grant application
- c.** Conference presentation proposal

**All answers are correct!**



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# Discussion: What's the First Purpose of a Resume?

Raise your hand on Zoom to answer this question:

**What's the First Purpose of a Resume?**

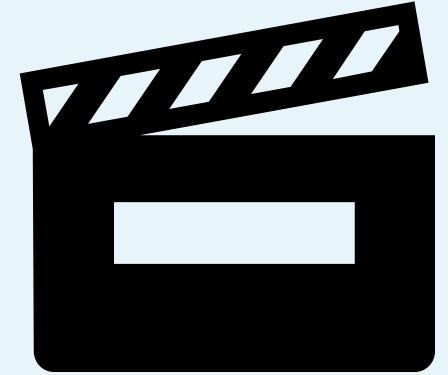
Most people think it's to get a job. However, the first purpose is **to get an interview!**



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# Action Verbs



## 1. What are action verbs?

They are strong, formal verbs that describe an action.

## 2. Why are they different from regular verbs?

Action verbs are more powerful because they are specific and descriptive, so they are used in resumes and cover letters.

## 3. Where are they used in a resume?

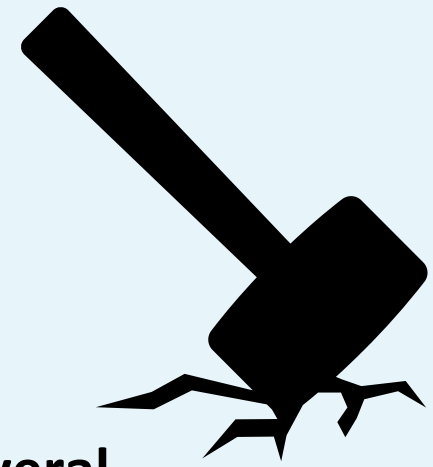
They are used to start each sentence in the bullet-point list of the Experience section of a resume.

### Example:

- Non-action Verbs: **Did** innovative software project that **made** 25% revenue for the company.
- Action Verbs: **Implemented** innovative software project that **generated** 25% revenue for the company.



# Strong Adjectives



## 1. What are strong adjectives?

They are adjectives that are specific, descriptive, and can substitute several words.

## 2. Where do we use them in a resume?

In the Objective/Summary section.

## 3. Do they refer to hard skills or soft skills?

They refer to soft skills because they refer to people's attitude.

### Example:

Adaptable fashion designer able to do many things and experienced in high couture in Europe and the USA.

**Versatile** fashion designer experienced in high couture in Europe and the USA.



Strong adjective that substitutes  
the underlined words



# Resume Template

- Let's start by opening the **Word Resume Template** handout.
- You may already have a resume, but you will need to use this template to complete **Assignment 1: Resume.**
- Get ready to start your resume!



Image from <https://stock.adobe.com/>



# General Resume Tips

- Use the **same size and type of font** except where noted.
- Use **10–12-point standard font** (Calibri, Arial, Times New Roman, etc.).
- **Spell out numbers 0-9** (zero through nine).
- Do **NOT** use pictures, graphics, birthdate, or color.
- **Avoid “I”** statements and abbreviations.
- Make sure **spelling, punctuation, and capitalization** are perfect!



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# Step 1: Contact Section

- **Name in larger font (16 point +)**
- **Home address or college address (city, state, and zip code)**
- **Phone number**
- **A professional email address**
- **Customized LinkedIn address**
- **Pay special attention to proper capitalization!**

**Sakur Benton**

**345 Greenfield Ave.**

**Montague, MA 01351**

**(413) 890-3263**

**sakurbenton@udayton.edu**

**LinkedIn:**

**[www.linkedin.com/in/sakurbenton/](http://www.linkedin.com/in/sakurbenton/)**

## Step 2: Objective (or Summary) Section

**In this section you can catch your reader's attention with brief sentences. Ask yourself the following questions:**

- **What am I seeking?**  
A job, an internship, or a specific position.
- **How can I stand out from the crowd?**  
Include a career summary if possible.
- **Why am I a perfect match for the organization?**  
Customize it for your specific audience.



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# Step 2: Objective (or Summary) Section

Use strong adjectives to write your objective or summary.

- Detail-oriented
- Results-oriented
- Determined
- Highly motivated
- Innovative
- Attentive
- Versatile
- Hardworking
- Focused
- Insightful
- Resourceful
- Qualified
- Experienced
- Certified



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Check the [Strong Adjectives List](#) handout for more examples.



## Step 2: Example Objectives

**Example**

Strong Adjective

Professional  
Title

States Experience

**Results-oriented marketing major with expertise in marketing and SEO. Seeking a position that works with innovative marketing tools. Excited to increase sales and reach large audiences through social media.**

Clear Objective

States How to  
Help Company

**Example**

Strong  
Adjectives

Professional  
Title

**Dedicated and detail-oriented corporate lawyer who thrives in a fast-paced environment is seeking the position of Liability Disputes Manager at X Company to enable effortless transitions.**

Clear Objective

States How to  
Help Company

# Short Answer 1: Objective (3 minutes)

- Start by choosing **two strong adjectives** and then write the **first sentence of your Objective/Summary**.
- Write the sentence in **Short Answer 1** in the **Active Participation** section.
- I'll give you feedback as I read your answers.



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## Step 3: Education Section

- **Begin with the most recent degree first.**
- **Include current program, expected degree, anticipated graduation date, program, and location.**
- **If you are graduate student, include undergraduate degree(s).**
- **Only include GPA if it is 3.0 or higher.**
- **List any academic honors: Dean's List, Scholarships, Honor Societies, etc.**



## Step 4: Experience Section

The good news is that you don't need work experience to write a resume! You can **adapt your resume to work-related experiences.**

- Employment (no certificate needed)
- Internships / Co-Ops
- Leadership roles
- Volunteer work (denote as such in title)
- Major class projects and research



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## Step 4: Experience Section

You can break your experience into **subsections** if you have several types of experience:

- Professional Experience (related to your major)
- Leadership Experience
- Volunteer Experience
- Additional Experience (part-time jobs)

**Make sure to list each activity in only one section so the information is not repetitive.**



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## Step 4: Experience Section

List your experience in **reverse chronological order (most recent first)** within each section. Follow this order:

- Name of employer (company or institution)
- Location (city, state, country if not the USA)
- Your official job title (**bold face**)
- Date Range:

1/2020 – Present

1/2018 – 5/2021



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## Step 4: Experience Section

Under each title, list **a minimum of two bulleted points**, describing your **accomplishments** in that position.

- Begin each bullet with a **past-tense action verb** from the list provided in the **Action Verb List** handout.
- Emphasize **results and specifics**; don't just list your responsibilities.
- **Do not** use pronouns (I, me) or passive voice.
- Explain **what you achieved** within your role.



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## Step 4: Experience Examples with Action Verbs

- **Assisted** with year-end 1099 reporting and maintained W-9 files.
- **Disseminated** public health awareness in Alameda County and delivered knowledge and support to children regarding nutrition, physical activity, and stress.
- **Identified and designed** a strategy to troubleshoot a major flaw in international shipping resulting in yearly savings of \$1,300,000.
- **Provided** lesson and strategy support for ESL students in the tutoring center.
- **Reduced** the cost of IT infrastructure maintenance by 6% in 2021.
- **Spearheaded** design and construction of the 200-room Hilton Hotel in Fort Lauderdale.



## Poll 2: Experience Descriptions with Action Verbs

Complete the following experience descriptions with the correct action verb in **Poll 2 on Isidore**. Then, I'll share the poll results and the answers.

**Question 1:**

**Orchestrated**

\_\_\_\_\_ networking events to enable teachers to interconnect.

**Question 2:**

**Launched**

\_\_\_\_\_ new product line for the 25-34 age group in response to market research, resulting in 3% revenue growth within 6 months.

**Question 3:**

**Overhauled**

\_\_\_\_\_ company's social media pages, increasing engagement and traffic by more than 30 percent.



## Video: Resume Words to Include and Avoid

- Let's watch a YouTube video named “Resume Words to Include and Avoid” so you can apply these tips to your resume (1:34 min).
- You can find this video at [https://www.youtube.com/watch?v=BxPy\\_-cl4mY&t=68s](https://www.youtube.com/watch?v=BxPy_-cl4mY&t=68s)





# Short Answer 2: Draft Experience Bullets

## (3 minutes)

- Write one **bullet-point sentence** from one of your work experiences, internships, or projects **describing your accomplishments**.
- Write the sentence in **Short Answer 2** of the **Active Participation** section.
- Start each bullet with a **past-tense action verb**.
- Remember **not** to use “I” or “me” in your sentences.
- Check your grammar and spelling!
- I’ll give you feedback as I read your answers.

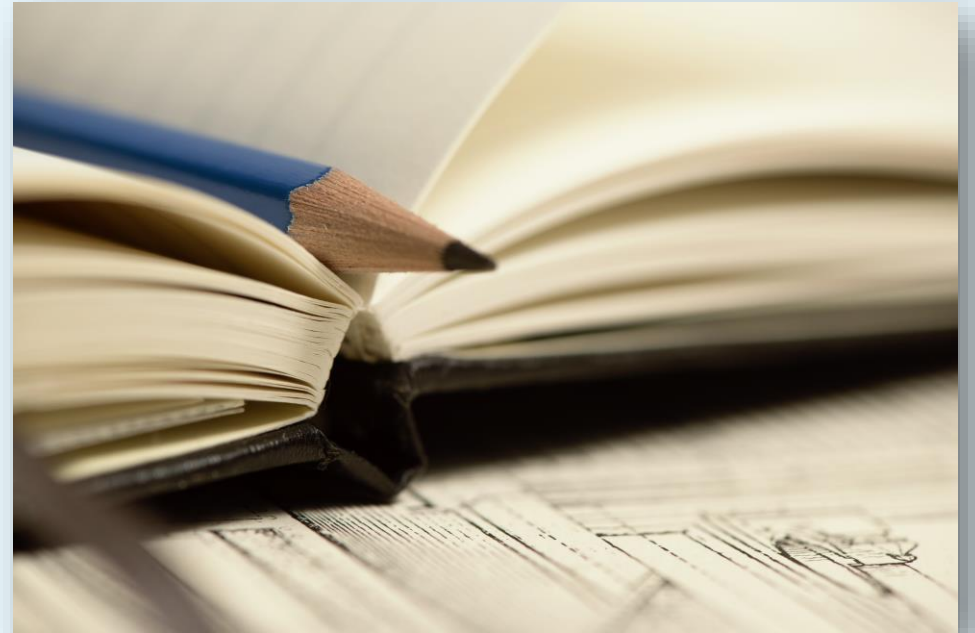


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# Quiz Time: Action Verbs & Strong Adjectives

- Now, you can complete the **Action Verbs & Strong Adjectives Quiz** that's under **Active Participation** on Isidore.
- You have **5 minutes** to complete the quiz.
- If the quiz ends when our class ends, you can read the last slides after class on Isidore.
- Otherwise, please wait until everyone's finished the quiz and I'll go over the last few slides with you.



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## Step 5: Activities Section

Listing activities **helps employers learn more about your interests.** Use this section to give a **personal flair** to your resume. Consider:

- Student Government
- Fraternities / Sororities
- Student Clubs
- Sports
- Volunteer Work (if not mentioned elsewhere)
- Study Abroad/National Student Exchange
- Offices held and committee involvement



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## Step 6: Skills Section

Include **what you're good at:**

- Foreign languages (Note level of fluency and/or proficiency)
- Technical skills (software, systems, networks, etc.)



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# Additional Sections

You can add **additional sections** based on your **credentials** and the type of position:

- **Certifications**
- **Research**
- **Publications**
- **Presentations**



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# Assignments and Lesson Preview

## Post-work for Resume Workshop (Session 1)

- Read the **Sample Resume with Comments** handout and follow this model with the provided **Resume Template** handout
- Choose **Action Verbs and Strong Adjectives** for your Resume
- Complete **Resume Quiz 1**

## Lesson Preview

- In Resume Workshop (Session 2), you'll participate in a workshop where you'll have the chance to develop your resume. In the meantime, you can brainstorm ideas for your objective/summary