Work-Integrated Learning

WTP200

Work Term Preparation Course

Resumes

PREPARING A RESUME

https://www.youtube.com/watch?v=VDuTg2IbCGo

SO, WHAT IS A RESUME?

- An advertisement selling a product…YOU!!

- To you, a resume is a marketing tool but to a recruiter it can be an elimination tool

- It's the first image of you that an employer sees—a "paper you"

- It shows a future employer how your skills, values, and experiences meet the specific needs of a position

- The purpose of a resume is to get you an interview

- A resume is not just a list of everything you have ever done

THE TELL…

- How long does an employer spend reviewing your resume?

- 10 – 15 seconds! KEEP or TOSS?

WRITING YOUR RESUME

- Review the job description and <u>tailor your resume to match the description</u>

- **Parts of a resume:**

1) Header / Contact Info
2) Objective / Career Goal / Brand Statement
3) Summary or Highlight of Qualifications / Profile
4) Technical Skills
5) Technical Projects
6) Work Experience / Employment History
7) Education and Training (or Certifications)
8) Community Involvement or Volunteer Experience
9) Associations or Accomplishments
10) Self-Learning

1) HEADER / CONTACT INFO

- Include:
- Full name
- Full Address (including postal code)
- Phone Number (with professional voicemail)
- Email Address (Seneca or other professional account)
- About.me, LinkedIn, Blog, Github (that are relevant and up to date)

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2) OBJECTIVE / CAREER GOAL/ BRAND STATEMENT

- **Objective / Career Goal:**
  - What exactly do you want to for work? What are your goals? How are they in line with this job posting?
  - Be specific and mention the job title, industry, field, position level from job posting

- **Brand Statement:**
  - A few sentences long – know your audience
  - Who are you? What do you do?
  - Sums up your promise of value

CAREER GOAL: TO SECURE A CO-OP ROLE RELATED TO SOFTWARE DEVELOPMENT

A committed and passionate Application/Software Support Analyst who conceives and deploys creative solutions to overcome challenges and advance organizational targets. Highly motivated with a proven history of successful performance-driven teams and innovative customer service solutions.

3) SUMMARY / HIGHLIGHTS / PROFILE

- Key personal strengths, skills, accomplishments, experience
- Use bullet points, consider grouping related skills/attributes into one phrase (4-6 points)
- Ensure your qualifications are in order of importance and relevant to the position
- Include relevant associations, certifications and licenses
- Anything you want the employer to know right away, match the job posting

- Exceptional ability to understand client relationships and customer service excellence
- Critical thinker, hard-working, multi-tasking, fast-learner and a team player
- Works well under pressure and able to meet tight deadlines
- Knowledgeable in Visual Basic, C Programming, C++, VHDL, Assembly Language, HTML, and SQL
- Well versed in Microsoft Office (Word, Excel, PowerPoint, and Access Database)

4) TECHNICAL SKILLS / ABILITIES

- Create a summary table (without borders) of technical skills grouped in categories – programming languages, operating systems, frameworks, etc.

Programming Languages:	C, C++, JavaScript, AS/400 CL, RPG, Shell Script, Java
Database Technology:	Oracle, DB2/400, MySQL
Operating Systems:	Windows XP/7/8/10, UNIX/Linux, IBM AS/400
Web Development:	HTML, CSS, JavaScript
Tools:	MS Visual Studio, IBM iSeries Access for Windows, MS Office, SSH, Rational Developer for I

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5) EDUCATION / TRAINING / CERTIFICATION(S)

- Include all education and training ***relevant*** to the job
- If education is recent and relevant, add before work experience
- List education in reverse chronological order (most recent first)
- Bold full program name, followed by school name/city (not bold)
- Projects –
  - Include highlights of major projects completed or the skills, knowledge and experience and/or major accomplishments gained from your program AND/OR…
  - Make this a separate section if you do not have related work experience and include high level descriptions of 3-4 projects/major assignments to demonstrate your experience
  - You can also include personal projects you have completed outside of school

Computer Programming & Analysis Diploma Program (co-op)   January 2015 - Present
Seneca College, Toronto, ON
- Use lab equipment such as Power Supplies (PS), Digital Multi-Meters (DMM), and Oscilloscopes in the construction, testing and troubleshooting of electronic circuits
- Relevant Courses: Networking, Programming, Microcomputer Repair, Digital Systems

6) TECHNICAL PROJECTS

- 1-2 technical projects that you've worked on at school or elsewhere

- Make sure they are relevant

- Relate them back to the job posting

7) WORK EXPERIENCE / EMPLOYMENT HISTORY

- List work history in reverse chronological order (most recent first)

- Include Job Title, Company Name, City/Province, dates

- Use action verbs to convey the skill(s) used (i.e. processed, calculated, developed, analyzed, coordinated)

- Try to make each point accomplishment/value oriented

Software Developer, Symbian Software Limited   2010 – Present
- Write, test, and debug Symbian C++ code within the multimedia framework of Symbian OS (mobile phone operating system)
- Test and troubleshoot workstations, multi-meters, oscilloscopes, micro-controllers and power supplies in a timely manner.

CREATING VALUE-ORIENTED STATEMENTS

Choose an ACTION word	DESCRIBE what you did	What VALUE was created because of what you did?
Developed	a policy manual	which reduced training time but 50% and ensured consistency in customer relations.
Operated	equipment including industrial vacuums, polishers, and carpet extractors	adhering to all safety procedures and maintaining an accident-free record.
Created	an Access database to record IT helpdesk service requests	Which significantly improved the efficiency of information retrieval and report generation

8) SELF-LEARNING

- Anything that you've self-taught yourself related to your program and that will help you to stand out from the rest
- e.g. programming language you've self-learned
- Make sure it's relevant

9) VOLUNTEER EXPERIENCE

- Anything you have done without compensation, can occur in a professional, personal, or academic setting and reflects well on your character
- Showcase more about you (time management, team work, well-rounded, etc.)
- Include as a separate section only if you can elaborate on details
  - If not, add as one bullet point in "Interests/Activities" if relevant to the position you are applying to

Registration Volunteer   Summer 2016
EPTECH 2016, Toronto, ON
- Managed conference attendee list
- Provided nametags, welcome kits, and concurrent session information to participants

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10) ACCOMPLISHMENTS / ASSOCIATIONS

- List any special achievements; personal, professional, academic
- Sports awards, nominations, leaderships roles, recognition
- Professional or personal associations where you possess memberships

- Participated in the EPTECH Trade show 2012

- Member of the Technology for Women group at Seneca College

- Completed four full marathons in 2013 with a personal best time in the last race

- Seneca College SMILE mentor of the year award

WHAT MAKES A GREAT RESUME?

- Brand yourself – be consistent with colour, font, size, etc.
- Be expected – logical sense of order and flow
- Keep it short and to the point, 1-2 pages is plenty
- Numbers, statistics and accomplishments get attention
- Avoid dense blocks of text
- Make it easy for the employer to see the match between your skills and what they are seeking: **tailor it to specific jobs**
- Use powerful action words – achieved, initiated, compiled, revised, launched, advised

- **Proofread!** *Looking for a "party-time" position is different from looking for a "part-time" position. Spelling mistakes = rejected!*

- **Make your resume UNIQUE! It's a representation of YOU!**

RESUME NO-NO'S

- Don't specify: age, height, weight, gender, ethnicity, religion, SIN etc.

- No photos! You're looking for a job, not a date!

- Don't oversell or make false representations

- Don't include any salary expectations

- Don't put the word "Resume" at the top of the page

- Don't use personal pronouns ("I")

- Don't use abbreviations or acronyms
- Don't indicate your reasons for leaving your previous employers

- Don't include references (names, etc.)

- Don't send your resume to every ad you see online or in the newspaper

TO DO:

- Review Blackboard site for course info and due dates!
- Review course outlines and documents
- Review and complete WIL Protocols and Consent form and submit to WIL Coordinator ASAP
- Update your resume and cover letter based on today's lecture
- Samples available on BB
- Updated Resume & Cover Letter assignment due January 17th so I can give you feedback
- Plan to have these documents finalized asap—SenecaWorks opens on January 20th!!