

Resume Building



Agenda

- Importance of a Resume
- Basics of a Resume
- Resume Formats (Chronological, Functional, Combination)
- Key Sections of a Resume
- Crafting an Effective Objective/Summary
- Showcasing Education and Academic Achievements
- Highlighting Work Experience and Achievements
- Emphasizing Skills (Soft Skills, Hard Skills)
- Additional Resume Sections
- Design Tips for Resume Layout and Formatting

Importance of a Resume

- ◆ Organizes your thoughts
- ◆ Helps you recognize skills and interests
- ◆ Helps you make better choices
- ◆ Helps you achieve your goals
- ◆ Makes you feel good about yourself

Basic of Resume

A good resume should include the following elements:

- ◆ Outlining your relevant experience and skills.
- ◆ Showcasing the benefits you provide to companies.
- ◆ Attracting the attention of potential employers
- ◆ It should match you and your job.
- ◆ This could lead to an interview.



Resume Formats

3 Main Resume Formats



HORACIO PATTERSON

example@example.com | 555-555-5555 | West Orange, NJ 07052

CONTACT

Gulfport, MS 39501
Mobile: 555-555-5555
example@example.com

EDUCATION

Bachelor of Arts: Interior Design
University of Southern Mississippi, Long Beach, MS

High School Diploma
Gulfport High School, Gulfport

CERTIFICATIONS

- Certified Interior Designer (CID)
- National Council Certified Interior Designer (NCIDQ)
- Certified Real Estate Inspector (CRI)

PROFESSIONAL ALLIANCES AND MEMBERSHIPS

- American Society of Interior Designers (ASID)
- International Federation of Interior Designers and Architects (AIPD)
- Interior Design Society (IDS)

PROFESSIONAL SUMMARY

Certified interior designer offering 13-year history of designing innovative, functional spaces focused on sustainability and creative aesthetic design. Experienced design leader, skilled in writing proposals, delivering client presentations and building key relationships to grow client base.

SKILLS

- 3D rendering software
- Sketching
- Illustration
- Design process
- Strong analytical ability
- SketchUp
- Space planning methodology
- Commercial interior design

WORK HISTORY

September 2019 - Current
Senior Interior Designer, Bloom Studios, Gulfport, MS

- Design floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Transform uninspiring areas into warm and inviting living spaces using various lighting fixtures, materials and products.
- Interface effectively with over 10 contractors and vendors to resolve issues and discuss ideas.

April 2014 - August 2019
Interior Designer, Bloom Studios, Gulfport, MS

- Developed space planning concepts, color palette selections and textile presentations for more than 50 clients.
- Participated in furniture selection and documentation of specifications.
- Applied green building and environmental design into business and residential projects.

May 2010 - April 2014
Assistant Interior Designer, Lateral 15, Gulfport, MS

- Prepared cost and material estimates prior to advising on marketing matters and real estate design layouts.
- Organized minor room adjustments to freshen up environments.
- Completed more than 100 client consultations and worked with six architects to define needs and style preferences for new office spaces.

Chronological

DUNCAN CARPENTER

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PROFESSIONAL SUMMARY

Knowledgeable finance analyst bringing vast experience identifying and mitigating risks, enhancing business decisions and locating opportunities. Well-versed in completing complex analyses to develop and improve operational processes aligned with business goals.

SUMMARY OF QUALIFICATIONS

- Adept with reconstruction of balance sheets to make account reconciliations easier to read and interpret.
- Proficient with conducting analysis on general ledger accounts.
- Efficient with customer care that helps our product market share grow.

SKILLS

- Data collection
- Presentation skills
- Financial forecasting
- Report writing
- Strategic financial planning
- Preparing budgets

WORK HISTORY

Finance Analyst / Golden Days Bank - West Orange, NJ / 03.2018 - Current

- Develop financial models, analytics and forecasting tools to increase productivity.
- Prepare and submit reports and 10 monthly financial statements.
- Improve financial operations with careful, in-depth analysis and proactive recommendations for improvement.

Accountant / Rolling Mountain Mortgages - West Orange, NJ / 09.2014 - 02.2018

- Completed daily cash functions like account tracking, payroll and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Partnered with over nine auditors to track errors and add contributions to maintain accuracy.

Assistant Accountant / Asterisk Housing Solutions - West Orange, NJ / 01.2013 - 08.2014

- Reviewed general ledger entries and assessed accuracy.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Processed payroll by validating work hours and attendance of over 100 employees.

EDUCATION

New Jersey City University - Jersey City, NJ
Bachelor of Science: Finance

West Orange High School - West Orange, NJ
High School Diploma

Combination

MELODY KERR

Gilmore City, IA 50541 • 555-555-5555 • example@example.com

Professional Summary

Outgoing child caregiver with experience caring for children while providing encouragement and kindness. Expert at guiding playtime, leading exercise activities and teaching rules. Creative planner with a gift for keeping children engaged long-term with fun activities.

Skills

- Household operations
- Grocery shopping
- Safety awareness
- Cleaning procedures
- Meal planning and preparation
- Activity planning
- Child supervision
- Behavior management techniques

Professional Skills

Quality Childcare

- Proficient in providing high-quality childcare while exchanging cultural differences.
- Adept in personalized child care, individual tutoring, homework supervision and developmentally appropriate recreational activities.
- Forged strong collaborative relationships with parents to provide high-quality child care focused on physical, intellectual, emotional and social growth.

Child Appointments

- Managed to transport children to and from school.
- Successfully scheduled and accompanied children to medical appointments.
- Assisted with extracurricular activities such as sports and parties.

Homework Assignments

- Aided children with homework assignments in Math.
- Created a new area for the kids to play and develop their skills in Spanish language.
- Promoted language development skills through reading, conversational tactics and educational games.

Work History

Au Pair, 06/2022 to Current
Nannies R' Us - Gilmore City, IA

Teacher Intern, 01/2022 to 05/2022
Gilmore City Bradgate School - Gilmore City, IA

Sales Associate, 05/2019 to 12/2021
Totally Tots Clothing Store - Waterloo, IA

Education

Associate of Applied Science: Early Childhood Education, 05/2022
Hawkeye Community College - Waterloo, IA

High School Diploma: 05/2020
Waterloo High School - Waterloo, IA

Functional

Key Sections of Resume



Crafting an Effective Objective/Summary

Resume Summary vs Resume Objective

RESUME SUMMARY

A summary is the short description of your qualifications that explain why you are good fit for the role & can include your achievements, experience, education and skills.

RESUME OBJECTIVE

An objective is a brief statement that communicates to your career goals such as the type of job or industry you want to work in or skills you want to build.

Showcasing Education and Academic Achievements

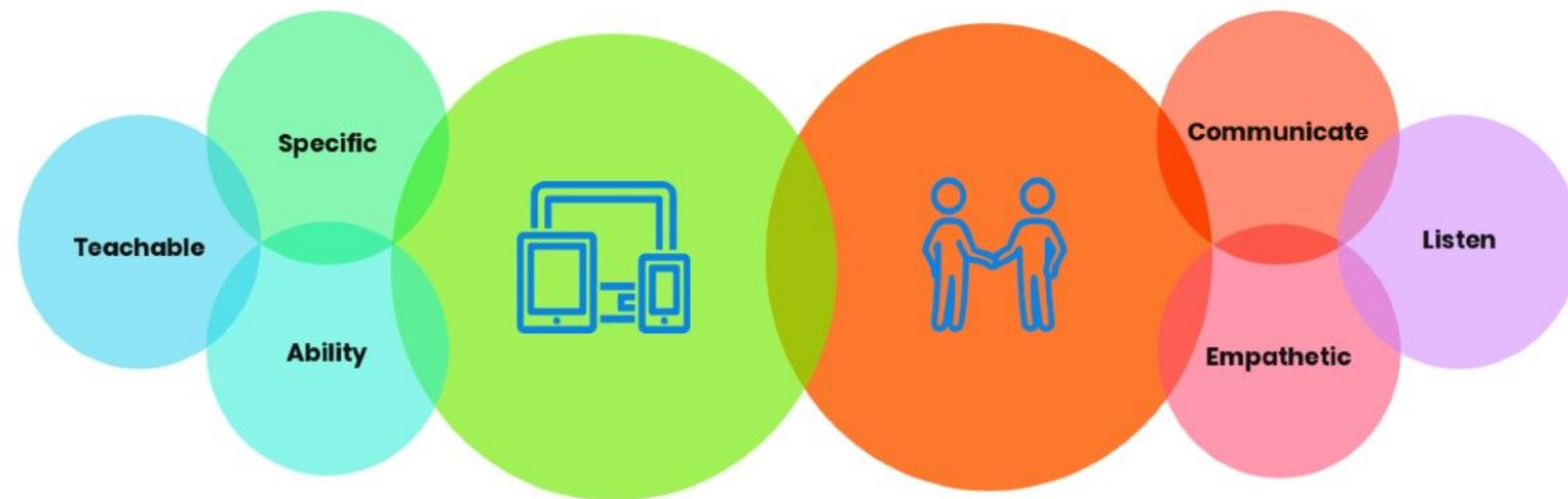
- ❖ Education Section Format
- ❖ Institution Attended
- ❖ Degree Earned (with major/minor)
- ❖ Graduation Date or Expected Graduation Date
- ❖ GPA (if applicable or relevant)
- ❖ Academic Honors, Scholarships, or Awards
- ❖ Thesis/Dissertation (if applicable)
- ❖ Relevant Coursework
- ❖ Research Experience, Publications, or Presentations
- ❖ Academic Honors/Awards
- ❖ Tailoring to Job Description/Industry
- ❖ Example Phrases for Education and Academic Achievements

Highlighting Work Experience and Achievements

- ❖ Work Experience Section Format
 - Job Titles
 - Company Names
 - Dates of Employment
 - Description of Responsibilities
- ❖ Highlighting Achievements
- ❖ Quantifying Achievements
- ❖ Action-Oriented Language
- ❖ Tailoring to the Job Description
- ❖ Example Phrases for Work Experience and Achievements

Emphasizing Skills

HARD SKILLS or SOFT SKILLS



Additional Resume Sections

6 Key Sections

1. Resume Header
2. Profile Statement/Resume Summary
3. Work Experience
4. Education
5. Skills & Certifications
6. Additional sections (optional)

Design Tips for Resume Layout and Formatting

- ❖ Margins
- ❖ Font Selection
- ❖ Consistency in Font
- ❖ Line Spacing
- ❖ Distinct Resume Header
- ❖ Dividing into Sections
- ❖ Bullet Points
- ❖ Resume Length
- ❖ Relevance
- ❖ Visual Appeal

Q & A



Ask your questions



▶ THANK YOU ◀