

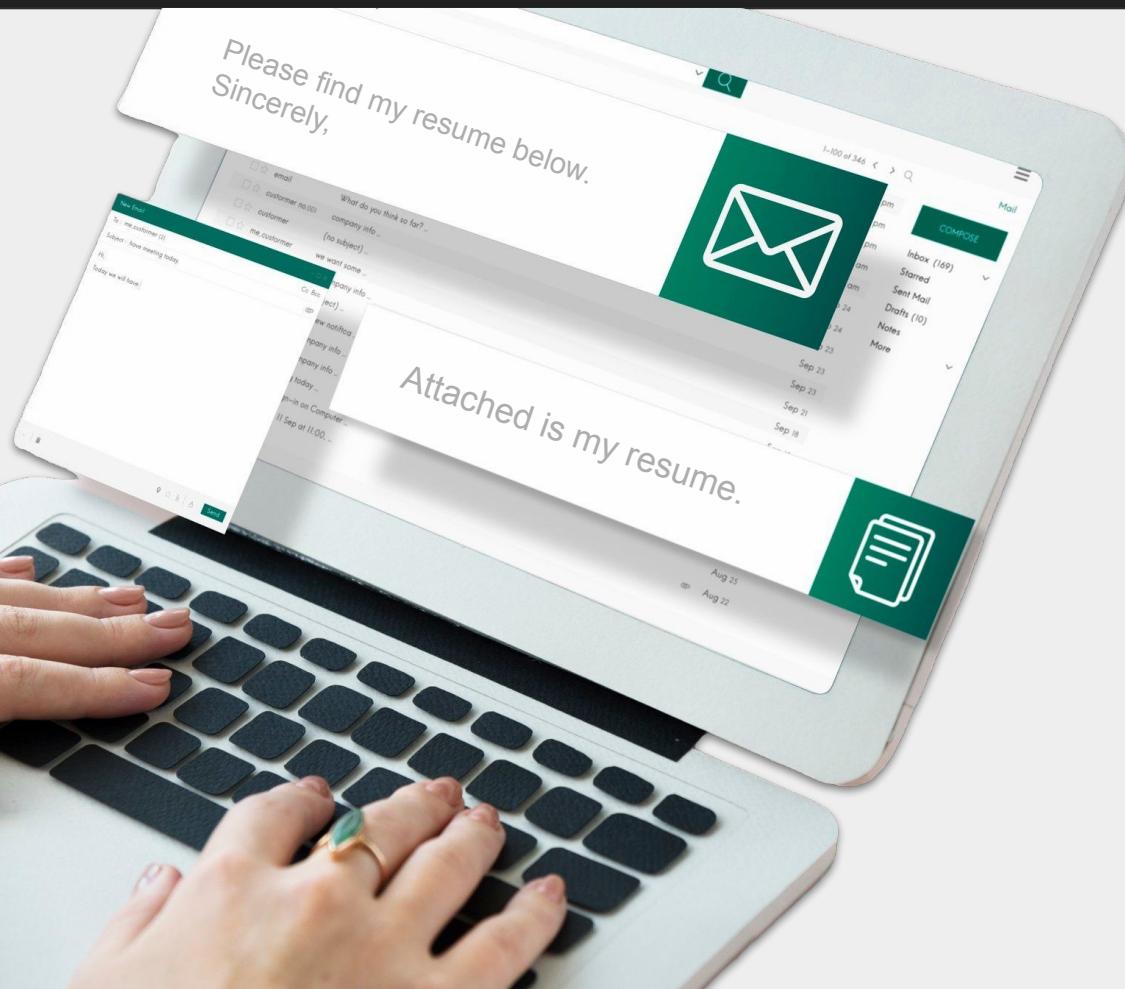
correlation.:one
TECH FOR JOBS



SESSION GOALS

The topic of resumes will be explored in two-parts over this week's and next week's sessions. They're both designed to transform your approach to resume-writing. By the end of this session, you will be able to:

- Understand the strategic purpose of a resume beyond just a job application requirement
- Identify and correct common resume misconceptions
- Become familiar with best practices for professional presentation



Key Definition Resume

Your **resume** is a **marketing document** that should clearly communicate **your value proposition** to **potential employers**.

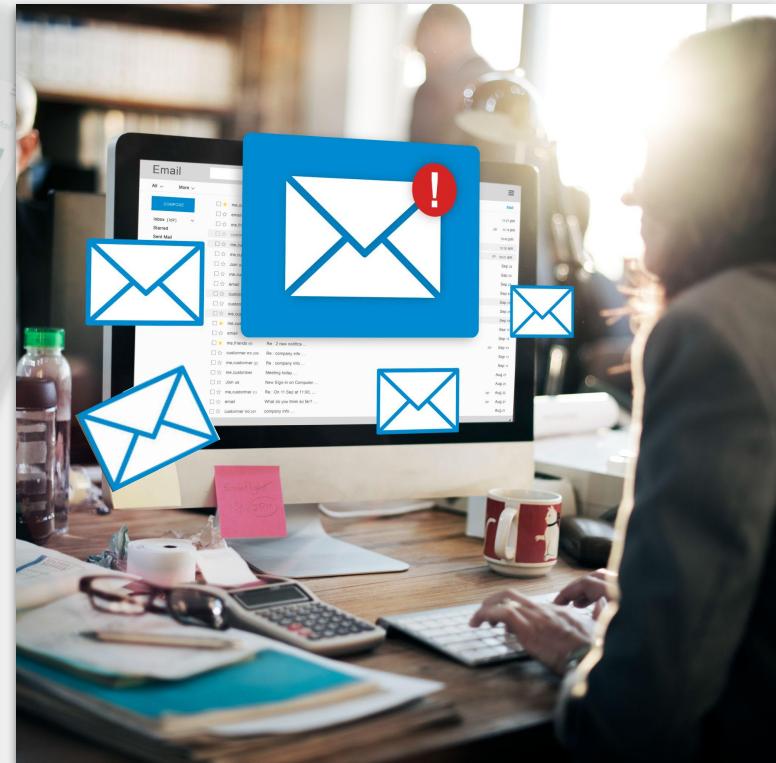
Purpose and Impact

We send resumes to:

- Create a compelling first impression
- Highlight relevant qualifications and achievements
- Demonstrate specific contributions and accomplishments
- Establish clear alignment with position requirements

 *Multiple international studies suggest that the average time for viewing a resume is **3-7 seconds** at initial screening.*

Source: [Harvard Business Review, 2020.](#)



Myths vs. Practice

What advice sounds rational but isn't necessarily right?



- **Myth:** A comprehensive resume must include all previous employment

Practice: Focus on relevant experience that demonstrates position-specific qualifications.

- **Myth:** Including a photograph enhances professional presentation

Practice: Photos may introduce unconscious bias and are can be inappropriate outside specific regions/industries.

- **Myth:** Minor twists are acceptable on resumes

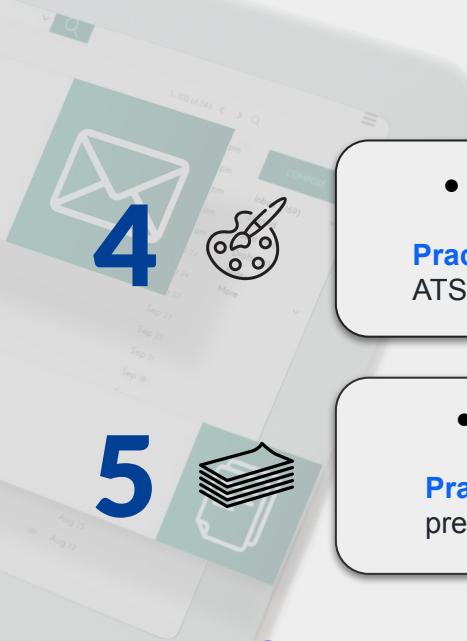
Practice: Misrepresentations often surface during verification processes.

Anti-discrimination Laws

In some countries, resumes with pictures get discarded or applications are designed in a way that people fill blanks manually as to avoid conflict with the law.

Myths vs. Practice

What advice sounds rational but isn't necessarily right?



- **Myth:** Creative formatting enhances resume appeal

Practice: Professional formatting ensures ATS compatibility and readability.

- **Myth:** Longer resumes demonstrate broader experience

Practice: Concise, relevant content is preferred; focus on significant achievements.

ATS

An applicant tracking system (ATS) is a software app that helps recruiters handle recruitment and hiring processes, with features that enable automatically scanning resumes and resumes for certain data and eligibility criteria.

Include a photo on your resume:	It's optional to include a photo on your resume:	Don't include a photo on your resume (unless the recruiter asks for it):
<ul style="list-style-type: none">• Austria• Balkan countries• France• Germany• Hungary• Poland• Portugal• Russia• Spain• Switzerland• Ukraine	<ul style="list-style-type: none">• Belgium• Finland• Italy• Greece• Czech Republic• Russia• Slovakia	<ul style="list-style-type: none">• Australia• Canada• Ireland• Latvia• Lithuania• United Kingdom• United States

Source: [Resume.io, 2024](#)



**What do you think
is appropriate for
our context/where
you currently are?**

Case Study (1)

First Name Last Name

* City, State Zip • youremail@emailserviceprovider.com • phone number

Education

University/College Governorate, Jordan
Degree, Concentration, GPA [Note: GPA is Optional] Graduation Date Thesis [Note: Optional]
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Study Abroad [Note: If Applicable]
Study abroad coursework in_____.

High School Name Country
[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know] Graduation Date

Experience

Organization Location (or Remote)

Position Title Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Organization Location
Position Title Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

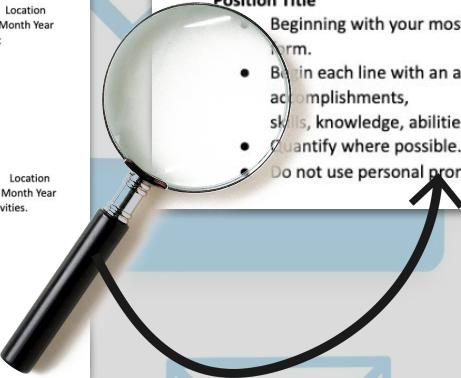
Leadership & Activities

Role Location

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages and your level of fluency
Language: List foreign languages and your level of fluency
Laboratory: List scientific / research lab techniques or tools [If Applicable]
Interests: List activities you enjoy that may spark interview conversation



Join us New Sign-in on Computer...

First Name Last Name

* City, State Zip • youremail@emailserviceprovider.com • phone number

Education

University/College Governorate, Jordan
Degree, Concentration, GPA [Note: GPA is Optional] Graduation Date Thesis [Note: Optional]
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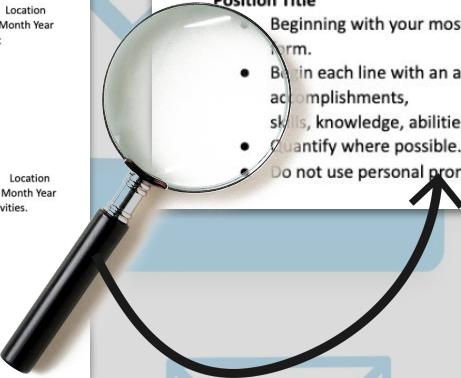
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Sep 11 Sep 11 Sep 11 Aug 27 Aug 25

What do you think of a resume that looks like this?

Case Study

Modifications	Takeaways	Limitations
Regional Differences Many countries have different resume norms	Quantify Impact Use numbers and metrics where possible	Technical Skills List software and programming languages with fluency levels
Not Universal This format may not suit all industries or roles, e.g. freelancers and creatives	Focus on Outcomes Emphasize achievements over duties	Language Skills Include foreign languages with proficiency levels
Freelance Exception Freelance work needs different organization	Keep it Scannable Ensure the layout is simple and eye-friendly	Certifications Include relevant training and workshops

The previous template is one of the few Harvard University recommends to its students.



Resumes and CVs: What's the Difference?



At times, employers are job applicants use these two terms interchangeably.

Aspect	Resume	CV
Length	1-2 pages	3+ pages
Purpose	Quick overview of relevant experience and skills	Comprehensive academic/research/professional history
Focus	Highlights and achievements most relevant to specific job	Complete chronological record of career
Content	Concise bullet points, action verbs, quantified results	Detailed information about publications, research, grants
Customization	Tailored for each application	Generally stays consistent
Common in	US/Canada business settings, entry to mid-level positions	Academia, research, European job markets, senior positions

Key Resume Content Sections

Experience

An overview of your relevant experience.

Education

Highlighting your highest levels of education.

Contact Info

Full name, email, phone number, location, LinkedIn.

Training

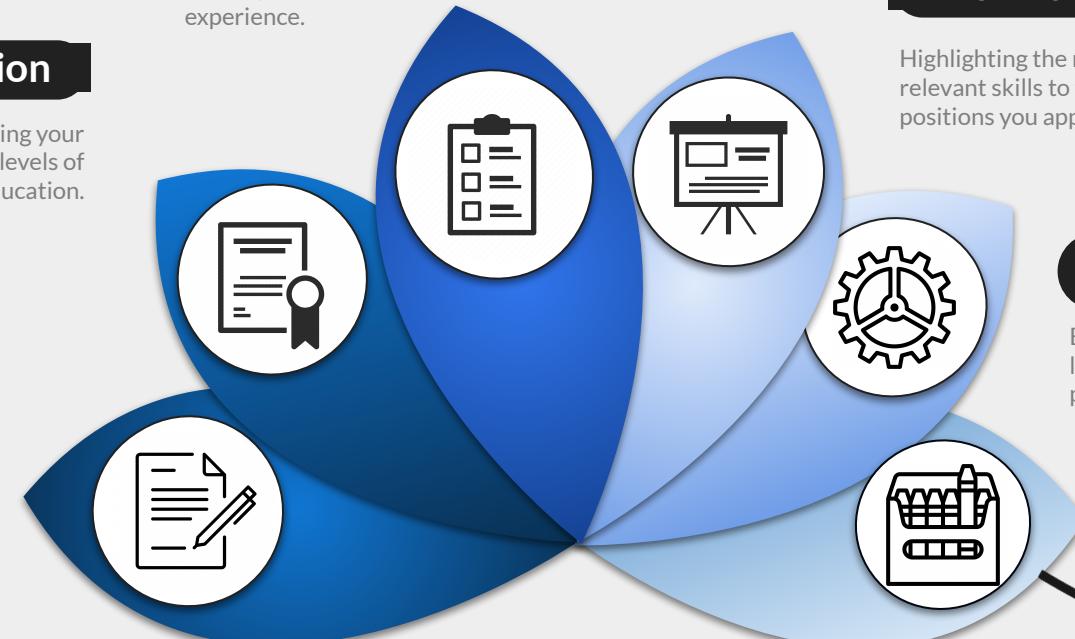
Certificates, courses, workshops attended and completed.

Skills

Highlighting the most relevant skills to the positions you apply for.

Sector-relevant Info

E.g academic research links to projects and portfolio, articles, etc.



What Not to Include in Your Resume?



Hobbies (?)



Marital and Family Status (?)



School Education (?)



Full Address

If you decide to add a photo:
no filters, selfies, and pictures
with non-medical eyeglasses.

When you write your full
name, no need to write your
four-parts name as it
appears in local documents.

CURRICULUM VITAE (Example Format)

PERSONAL DATA:

LAST NAME: (ALL CAPS) Name as it appears on your passport:

First Name: Middle Name / Other Names:

Physical Street Address for courier delivery (NOT A POSTAL BOX):

Telephone Home:

Telephone Mobile:

Telephone Office:

Email 1: Email 2:

Marital Status:

Date of Birth: DAY/MONTH/YEAR

Gender:

Country of Origin:

Present Nationality:

Languages and Fluency Level:

EDUCATION:

Degree Earned, Institution Name, Address, From (month/year)- To (month-year)

- *List only higher education certificates, degrees and diplomas. Primary, secondary or high school is not necessary*

WORK HISTORY:

Job Title, Organization, Address, Start and End Date (Mo/Year), Name of Supervisor

- Duties and accomplishments
- Bullet list the duties associated with your position and your main accomplishments

- *Begin with the most recent position and work backwards. List all subsequent entries in the same manner and include bullet points for main duties, activities and accomplishments.*

TRAINING AND PROFESSIONAL DEVELOPMENT:

Course Name, Venue (Institution, Address)

From (month/year)- To (month-year)

- *It is not necessary to list publications or presentations on your CV for purpose of this training.*
- *Photos on the CV are not necessary*

INSTRUCTIONS		PERSONAL HISTORY		<i>Do Not Write In This Space</i>	
<p>Please answer each question clearly and completely. <i>Type or print in ink. Read carefully and follow all direction.</i></p>					
1. Family Name		First Name	Middle Name	Maiden name, if any	
2. Date of Birth:		Day. Mo. Yr.	3. Place of birth:	4. Nationality(ies) at birth:	5. Present nationality(ies)
7. Height m	8. Weight Kg	9. Marital status: <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced			
<p>Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?</p>					
YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>		If "yes", please describe.	
11. Permanent address:		12. Present address (if different)		13. Office Telephone No.	
15. Have you any dependents?					
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If the answer is "yes", give the following information:					
NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship
16. Have you taken up legal permanent residence status in any country other than that of your nationality?					
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If answer is "yes", which country?					
17. Have you taken up any legal steps towards changing your present nationality?					
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If answer is "yes", explain fully:					
18. Are any of your relatives employed by a public international organization?					
If answer is "yes", give the following information: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
NAME	Relationship	Name of International Organization			
19. What is your preferred field of work?					
20. Would you accept employment for less than six months?					
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
21. Have you previously submitted an application for employment with the UN? If so when:					

Case Study (2)

What type of jobs do you think people are applying for with these resume/CV templates?

Case Study

The Personal History Profile (PHP) is a UN equivalent to a Resume/CV.

Advantages

Standardization

Ensures consistent evaluation across all candidates regardless of background

Completeness

Captures all required information in a structured format

Reusability

Can be saved and reused for multiple UN position applications

Takeaways

Preparation Required

Keep detailed records of past employment dates and responsibilities

Dual Maintenance

Maintain both PHP and traditional resume for different application needs

Strategic Approach

Use specific UN terminology and competencies in descriptions

Limitations

Time-Intensive

Requires detailed input of all professional history

Rigid Structure

Less flexibility to highlight unique achievements or skills

Limited Creativity

No opportunity for personal branding through design



Some organizations may not require a traditional resume, instead opting for their standard application forms. Always check specific application requirements.

unicef | for every child

Careers



Document

P11 Form

About

P11 form is used to collect demographic and employment information by candidates applying for jobs in the United Nations system

UN WOMEN



Current vacancies

Please follow application instructions carefully and submit a [UN Women Personal History Form \(P11\)](#) as part of the application when specifically noted in the vacancy announcement.

Scenarios

No Previous Experience?

- **List relevant coursework** that directly applies to target position
- **Highlight volunteer work** and extracurricular leadership
- **Focus on transferable skills** from academic or personal projects

Resume Writing Example (1)

Academic Project Market Analysis

- Conducted comprehensive analysis of renewable energy market trends in the GCC
- Presented findings to panel of industry professionals, including representatives from X, Y, Z

Resume Writing Example (2)

University Volunteers Club Event Coordinator

- Managed \$2,500 budget for semester events
- Coordinated logistics for 200+ attendee functions including career, networking, and scholarship events
- Negotiated with F&B vendors to reduce costs by 15%

Scenarios

Career Change?

- **Reframe previous experience** to highlight transferable skills
- **Lead with relevant certifications or coursework in new field**
- Structure experience sections by **skill rather than chronology**
- **Address career shift directly** in professional summary

Resume Writing Example

Former Role: Senior Teacher → Target Role: Project Manager

Professional Summary: 8 years of experience managing complex projects and stakeholder expectations in educational environment.

Demonstrated expertise in:

- Program Development: Design and implementation of comprehensive educational frameworks with clear objectives, timelines, and success metrics
- Resource Management: Strategic allocation of human and financial resources across multiple concurrent projects while maintaining budget compliance
- Stakeholder Engagement: Building consensus among diverse groups including administrators, teachers, parents, and external partners
- Data-Driven Leadership: Implementation of performance tracking systems to measure progress and guide strategic decisions

Break Time 😎
Coming back in 10 minutes 🤘

Scenarios

Significant Gaps?

- **Use strategic formatting to reduce the focus on gaps visibility**
- Include professional and skills development **during gap period**
- **Address substantial gaps briefly in cover letter**
- **Focus on accomplishments rather than dates**

Resume Writing Example

PROFESSIONAL EXPERIENCE

Career Break & Professional Development (2016-2018)

Strategically used time away from full-time employment to advance technical expertise and maintain industry engagement:

- Earned Advanced Data Analysis Certification from Google Analytics Academy, mastering statistical modeling and predictive analytics techniques
- Authored technical articles on Medium covering emerging trends in data science, accumulating 8,000+ views
- Maintained active participation in local tech meetups and online communities, expanding professional network by 100+ connections

Scenarios

Non-relevant Experience?

- Extract and emphasize transferable skills
- Focus on achievements rather than routine duties
- Highlight relevant aspects of seemingly unrelated roles
- Demonstrate progression and skill development

Resume Writing Example

Previous Role: Retail Manager

Target Role: Operations Analyst

Skills:

- Data Analysis: Tracked inventory patterns to optimize stock levels, reducing waste by 22%
- Process Improvement: Implemented new scheduling system, increasing staff efficiency 15%
- Risk Management: Developed loss prevention protocols, reducing shrinkage by 30%

Scenarios

Freelance Work?

- **Show stability through long-term client relationships**
- Demonstrate professionalism in self-employment
- Include relevant industry involvement
- Mention tools and technologies used

Resume Writing Example

Independent Consultant
2017-Present

Key Skills:

- Client relationship management across 30+ simultaneous projects in (areas and/or clients).
- Virtual team leadership of up to 12 contractors (mention domains).
- Cross-functional coordination with stakeholders in 5 countries, including A, B, C, D, E countries.



**What's one accomplishment you're
excited to feature on your resume?**



Immediate Improvements

Use these professional alternatives to strengthen your resume and communications:

Action

- Trying to do/ Did
Executed/Performed
- Started:
Initiated/Launched
- Made
Created/Produced/Generated
- Fixed
Resolved

Management

- In charge of
Managed/Directed/Oversaw
- Responsible for
Oversaw/Directed
- Handle
Manage/Coordinate
- Took care of
Administered/Managed

Collaboration

- Worked with
Collaborated/Partnered with
- Helped
Led/Supported
- Talked to
Communicated with/Engaged
- Help with
Coordinate/Facilitate

Immediate Improvements

BASIC

Helped with different projects and made sure they were done on time

BASIC

Trained new employees and helped them learn their jobs

BASIC

Handled office tasks and kept things organized



PROFESSIONAL

Executed concurrent projects with consistent on-time delivery, managing \$X portfolio

PROFESSIONAL

Developed comprehensive onboarding protocol, reducing time-to-proficiency from 6 months to 10 weeks

PROFESSIONAL

Managed high-volume administrative operations, implementing digital solution that increased efficiency 45%

Resumes in Numbers

98% of Fortune 500 companies use ATS software in the recruitment process.

Only 25% of resumes make it past the ATS selection stage.

Sources: [Jobscan, 2024](#), [Novoresume 2023](#),
[Resume.io, 2024](#), [Zippia 2023](#), [Indeed 2024](#)

86%

Of employers are focused on passive candidates. Have a resume ready to go, even if you are not actively looking.

61%

Of hiring managers consider a customized resume the number one tactic for applicants to boost their chances of getting a job.

41%

Of recruiters look for skills on a resume first.

75%

Of hiring managers have caught a lie on a resume. Just don't do it.

53%

Of job listings require interpersonal skills on a resume.

~489

The average length of a resume is 489 words.

Workout With Us



Resume Clinic

You're giving your resume a first aid check-up to identify what might be holding it back. Before our next session, look for these symptoms:

- 🎨 Multiple colors on the text (more than 2?)
- 📜 More than 2 pages long?
- 🔤 More than 2 font sizes or types?
- 👉 Oversharing (e.g., age, marital status, full address) when not required?

If you answered "yes" to at 3 or all, your resume is in need of first aid!



Head to Live Chat to share where you are with the resume first aid: spotted anything? Changing something?

Closing Thoughts

- There's no one, ideal resume format for all.
- **Maintain** professional (or industry style) formatting.
- Keep your resume 1-2 pages long, and **quantify** results where possible.
- **Regularly** update and review, and **ensure** perfect grammar and spelling.
- **Double, triple-check** your contact information, and submit in PDF format unless asked otherwise.



This Week's Assignment

★ Is your resume ready? If not, start now!

Remember, **your resume is a marketing document** that should clearly communicate your value proposition to potential employers.

🛠 Assets (optional/recommended):

- ✨**Session Slides:** Refer to this week's slides for guidance.
- 📄**Resume Review:** Examine your current resume or look at examples for inspiration.
- 💻**Training Resources:** Utilize the tools available on the training website to assist in building your resume.
- 📝**Feedback:** Create a first draft and seek feedback to refine it. Consider talking to people you consider role models, as well as colleagues and more experienced professionals in your industry or area of interest.

🌐 The Assignment:

Use the knowledge gained from this session to begin crafting an impactful resume. This is an opportunity to update this valuable document and to apply some of what you have learned at the Professional Development and Job Matching Program.

Once you're done, please submit your resume on the Training Site.

Deadline: Final resume submission is due by Week 6 of the program. Check Training Site> Assignments> exact date for your cohort's submission.

Q&A:

All questions are good questions!