

# Resume Workshop

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# What is a Resume? Or better yet; what is the purpose of a resume?

- ◆ A resume is an employer centered calling card that clearly communicates a past pattern of your success
- ◆ In essence it says " I am a person of significant accomplishments who can do for you what I have done for others."

# Why is a resume so important?

## Two reasons:

- ◆ First, resumes have become the main way employees communicate their interests and qualifications to employers, by which employers screen candidates.
- ◆ Second, as job searches go increasingly online; employers will use scanning technology to screen candidates. A well crafted resume can 'unlock' employers doors.

# Think of resumes as advertisements and screening devices

- ◆ The main purpose of writing an effective resume and distributing it is to get to the next step: an interview
- ◆ Like a good advertisement, your resume should provide enough information to entice the reader to contact you for an interview. Keep in mind they may be reading hundreds!

# Put yourself in the mind of the employer

- ◆ Employers are looking for the right type of behavior for their organizations.
- ◆ Your resume should be designed to help them *predict* your performance in their organization.
- ◆ If you shift your thinking from job seeker to employer, resumes can take on a different meaning.

# EMPLOYERS VALUE ADDED PERSPECTIVE

- ◆ Most employers hire people they hope will add a greater value to their organization. Their value added perspective is one you should consider when job searching and especially when writing your resume. You do this by making your resume employer-centered rather than self-centered. In fact the major problem with resumes is they often communicate what a candidate wants from an employer rather than what a candidate can give to the employer.

# What different types of resumes are there?

- ◆ Resumes can be written in many different forms, but the three most common formats are FUNCTIONAL, CHRONOLOGICAL and HYBRID or combination resumes.
- ◆ Other types that are used for specific purposes include: curriculum vitae (CV) and portfolios.

# FUNCTIONAL RESUMES

- ◆ Functional resumes de-emphasize employment dates, employers, and responsibilities.
- ◆ They are organized to communicate your qualifications, skills and accomplishments.
- ◆ Focusing on abilities and transferable skills; this type of resume is often used by individuals with little direct work experience or someone that is making a career change.

# CHRONOLOGICAL RESUMES

- ◆ This type of resume is the most commonly used.
- ◆ It is organized with your most recent position and moves backward from there.
- ◆ It is meant to showcase someone who has a longer career progression.

# MORE ON CHRONOLOGICAL RESUMES

- ◆ By quickly previewing a candidate's resume, an employer can see level of experience and skills, how long a person usually stays with an employer and whether your career history demonstrates a pattern of career development.

# What?

- ◆ What type of person should use a chronological resume?
- ◆ What type of person should use a functional resume?

# HYBRID OR COMBINATION RESUME

- ◆ combines the best elements of both the chronological and functional resume.
- ◆ This type of resume emphasizes objectives, skills and accomplishments, but also includes a section on employment history.
- ◆ It can be an alternative to the two main types, but should be used by someone who has the professional experience to support it.

# COMMON MYTHS

- ◆ YOUR RESUME SHOULD NOT INCLUDE AN OBJECTIVE
  - This is a much debated topic: some career counselors will tell you to leave it out.
  - My two cents: it may help you to identify what you do well and what you would like to truly do for work. Take this knowledge and make it employer centered. This can help you narrow down your search to jobs that will be appropriate matches for you. Your objective should help to guide you to your perfect job.

# OTHER MYTHS

- ◆ My resume should include dates of employment, duties and responsibilities
  - How you describe your experience is extremely important to employers, and some will want dates; but they are most interested in your accomplishments, and special abilities- what value you add to their organization.

# MORE MYTHS

- ◆ I should include references: Never unless expressly asked. Reserve this for the interview.
- ◆ Employers *read* resumes. I should put as much in as possible: Few resumes are read word for word- most are quickly scanned by humans or machines. Make your resume reader friendly, highlight major skills and accomplishments, use powerful words and language.

# SOME MORE MYTHS

- ◆ Once I have a usable resume I am good to go- your resume is like the constitution, an ever changing document and scripted for each job you are applying for.
- ◆ I should include all my work experience to appear older, more experiences- No. Only include relevant experience to the job you are seeking.
- ◆ Only include direct work experience- *experience* can be both paid and unpaid. Skills and accomplishments can crosscut all types experience.

# DOS AND DON'TS

- ◆ Do always send a cover letter with your resume
- ◆ Do follow up with employer
- ◆ Do proofread your resume by hand
- ◆ Do keep sentences short and concise
- ◆ Do include up to date contact information and leave out #s and e-mails you don't use daily/often

# DON'TS

- ◆ Don't include information that is not relevant to the job you are seeking
- ◆ Don't send references unless explicitly asked to
- ◆ Don't develop an unrealistic objective that doesn't speak to your true accomplishments and abilities and is not employer-centered

# OBJECTIVE

- ◆ One that primarily focuses on your skills and accomplishments relevant to future performance.
- ◆ Oriented towards the needs of employers; tells them exactly what you have to offer them
- ◆ Examine your strengths!
- ◆ This is where the 'bones' of a good objective arise!

# OBJECTIVE

- ◆ What are my strengths?  
Accomplishments?
- ◆ What activities do I enjoy?; Working with a team, organizing, finding new more efficient ways to do things, resolving problems, research, design, training others, planning and managing projects?
- ◆ This becomes the bones of your objective statement.

# SAMPLE OBJECTIVE 'BONES' THAT ARE EMPLOYER CENTERED AND STRENGTH AND ACCOMPLISHMENT BASED

- ◆ resolve problems efficiently and design and manage change
- ◆ Communicate effectively to all organizational levels
- ◆ Plan and manage business projects
- ◆ Organize, plan and keep records
- ◆ Resolve customer complaints and increase customer satisfaction

# LAST WORDS

- ◆ Starting a resume is the first step to finding my dream job: one should evaluate their interests, values and skills before they create a resume and distribute it to employers. Determining which types of jobs will be suitable will help you write a resume that gets you your 'dream' job....