



Assignment #9: Professional Resume

(Max of 15 points)

Resume Overview:

This session is designed to help you understand the purpose for a resume and how to produce one that will get you results. You will learn how to create a resume that matches your desired future opportunity, combining your past experience and skills. You will be coached on determining the best solution for you and your situation.

Focus will be given on the following:

- Translating your experiences to skills for your future career.
- Creating a resume using industry best practices.
- Discovering the difference between a resume and an application.
- Understanding what information is needed before you begin writing your resume.
- Discovering how to connect your values with your skills and experience.
- Understanding what Hiring Managers are looking for when they review your resume.

What is a Resume?

A resume is a snapshot of your past experiences, current skills and future aspirations. The purpose of a resume is to get you an interview. It doesn't need to be a detailed lengthy novel. It does not have to be in complete sentences.

Items Needed to Complete Your Resume

Heading: Your heading is always at the top of your resume. It should include your name, address, phone number, and email address. Please ensure that these items are current.

Objective: As you begin to write your resume, you will discover the need to describe past experiences, yourself, your valuable skills, and education. As you write this information, it needs to appeal to the reader. It needs to spark an interest for them to know more about you. As they are reading your resume, the words should connect to what they are looking for in their next employee. Adjectives/action words should be used to describe your skills and accomplishments.

Sample Objective Statements:

Below are some ideas and some examples to generate thoughts as you create your objective statements.

1. To obtain an opportunity where I can utilize my organization, project management, team management, and accounting skills ...
2. To associate myself in a summer intern career-oriented position, where my skills in _____ can be utilized ...
3. Energetic college student with experience in sales, marketing, and education, focusing on the retail, distribution, and health care industries. Self-starter who has developed training sessions and presentations that give participants a unique experience.
4. College student seeking a summer internship position to broaden my knowledge in the _____ field. Currently, possess strong communications, customer service, problem-solving, and time management skills.

Professional Experience

List past employers, company names and dates you were employed or volunteer positions. List job titles or volunteer opportunities and describe your accomplishments. Be prepared to discuss large gaps in your employment and reasons for short time periods if employed at companies for less than a year repeatedly (college student, etc.).

Education and Training

Include degrees or education and training you are pursuing. Include professional development courses, seminars, certifications...

Professional Memberships/Affiliations

Be careful when listing items that may reveal your age, race, or parental status.

Skills

Include technical or specialized skills.

Other Resources

1. Online Templates: Be careful when using templates. Always proofread and check for formatting errors.
2. Online Resource: <http://www.resumenow.com>
3. Font Size: The standard is 12 points.
4. Examples: See examples handed out in class.