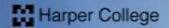


## Right Your Resume

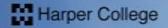
Harper College Career Center Student Center, Room A347 847.925.6220

careercenter@harpercollege.edu



## What This Workshop Will Cover:

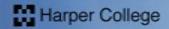
- Purpose of a resume
- Targeting your resume
- Resume formats
- Specific sections of the resume
- Cover Letters and References



#### Purpose of a resume

- To summarize your qualifications.
- To evoke interest and sell your skills and experience.
- Most importantly, it's the first step to an opportunity to interview for the job you want.

\*\*A great resume alone will not get you the job, but it can help get an interview.\*\*

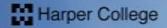


## Before you begin, remember

The information you choose to include on your resume must be

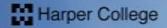
## RELEVANT

Highlight information that is important to employers and to the job you are seeking.



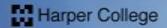
## Resume Language

- Use simple, everyday language
- Do not use complete sentences
- Avoid personal pronouns (I, me, my, mine)
- Descriptions should be concise and clear
- Language should be positive and enthusiastic
- Avoid acronyms, excessive adjectives, and long lists
- Use industry-specific action words
- Use numbers to quantify accomplishments



## Resume Layout

- Should be easy to read
- Capitalize and/or bold category headings
- Use fonts that are easy to read (Times New Roman/Arial)
- Be consistent with margins, spacing, and fonts
- Use font size (10-12)
- Do not use a template; start with a blank Word document



## Targeting Your Resume



- Tailor your resume to a specific position: your skill set and/or the kind of work setting (industry) you are seeking.
- Write your resume addressing the employer's needs and requirements.
- Create several different versions of your resume for different job targets.



## **Example of Targeting**

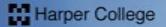
#### Sample Job Description

Jones & Associates, Schaumburg, IL

Job Title: Data Entry Clerk

Description: Candidates must have excellent data entry skills (+10,000ksph), ability to work accurately in a fast paced environment, good organizational skills, must be detailed-oriented, ability to follow directions, good Excel skills a plus. No degree required. Business major a plus.

#### What are the employer's needs?



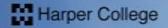
#### What are the employer's needs?

#### Skills Needed:

- data entry speed10,000ksph
- Excel
- accuracy
- detail-orientation
- organization
- follow directions
- business major

Your Skills:		
Marie 1		

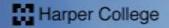
Provide specific, demonstrable examples of your skills that match the job.



#### Resume Formats

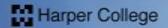
You need to determine how you want your resume organized.

- Chronological Format:
  - List past employment in reverse chronological order by dates; list the most recent job first. <u>See</u> <u>chronological sample.</u>
- Functional Format:
  - Experience is summarized in relevant skills categories. See functional sample.
- Combination Format:
  - Combination of chronological and functional formats. See combination sample.



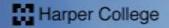
## **Chronological Format**

- The most common and traditional style.
- Employers find it easy to read and understand.
- Tends to be easier to write and format.
- Emphasizes the progression of responsibilities and job titles.



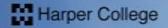
## **Functional Format**

- Useful when you want to emphasize skills not recently used in work experience.
- Useful when changing careers.
- May be useful when entering the job market for the first time.
- May be useful when you've had a variety of irrelevant work experiences.



### **Combination Format**

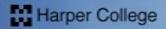
 Allows you to emphasize relevant skills and satisfies employer's need for names and dates (employment history)



#### Sections of a Resume

- Contact information
- Objective
- Education
- Experience





#### **Contact Information**

#### Should include:

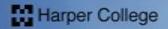
#### Your name

Street address
City, state, zip code
Contact phone number(s)
Email address

#### William R. Harper

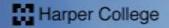
123 Fake Street
Palatine, IL 60067
847-555-1234
wharper@gmail.com

- Name is in larger/bold font.
- 2. State abbreviations <u>do</u> <u>not</u> have periods and are <u>two</u> capital letters.
- 3. Employers must be able to contact you. Use your primary phone number where you are most likely to be reached.
- Set up an email address solely for job search. Choose a professional, appropriate, and clear email address. Avoid nicknames.



## Objective

- An objective should include the name of the position you are seeking. It can also include:
  - Which industry in which you would like to work
  - Skills, education, experience that you will bring to the position
- An objective summarizes what you can offer an employer, it's <u>not</u> about what you want to get from the employer.



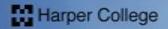
## Objective Examples

A position as a legal secretary

Seeking a position as a **Data Entry Clerk** in the mortgage industry utilizing previous experience and computer coursework

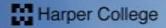
To contribute my previous work experience, degree in elementary education, and bilingual skills to an **Elementary Education** position

To obtain a position as a Programmer/Analyst where I can use my knowledge of programming languages and databases to further benefit the company



#### Education

- Include institution, city, state, major, actual or expected graduation date
- Information on GPA is optional (3.0 or higher)
- A subsection of Relevant Coursework is optional; 3-6 relevant course titles if you are short on experience
- Do not include high school information



#### **Education Example 1**

#### **Education:**

Harper College, Palatine, IL

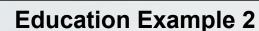
Pursuing an Associate in Applied Science Degree in Financial Services – Commercial Credit Management

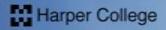
Expected graduation: 5/2010

GPA: 3.9/4.0

#### **Relevant Coursework:**

Principles of Financial Institution Operations
Commercial Credit and Collection Principles
Introduction to Business Organizations

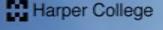




#### Education

Harper College, Palatine, IL Certificate – Paralegal Studies May 2008 GPA: 3.7/4.0

Illinois State University, Bloomington, IL Bachelor of Science – Elementary Education May 2006



#### **Education Example 3**

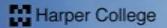
#### **Education:**

Roosevelt University, Schaumburg, IL Bachelor of Arts, Liberal Arts
May, 2010

Harper College, Palatine, IL

Associate in Arts with an emphasis in English and Literature

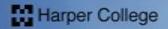
May, 2008



### Experience

- Include job title, employer, city and state of employer, dates of employment, and accomplishments.
- Focus on accomplishments that set you apart from other candidates. Use industry specific keywords in descriptions. Click here for a list of key words.
- Do not limit yourself to paid experience; include volunteer work, lab work, clinicals, internships.
- Try to be consistent in using either present or past tense when writing your experience statement.

22



#### **Experience Example**

#### **WORK EXPERIENCE**

Chase Bank, Elgin, IL

06/07-Present

#### **Customer Service Representative**

- Provide friendly customer service in a high volume call center setting
- Handle difficult customers with poise and a collaborative problemsolving approach
- Process customer information via an online database accurately

McDonald's, Schaumburg, IL

07/06-06/07

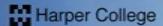
#### **Cashier/Food Preparation**

- •Executed customer orders quickly, accurately, and efficiently in a fastpaced environment
- Assisted with public relations, food service, and register control



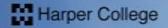
## **Optional Sections**

- Summary of Qualifications
- Skills
- Activities
- Volunteer Experience
- Languages
- Honors and Awards
- Professional Affiliations or Memberships
- Licensing/Certifications
- Military Experience



# Irrelevant or Controversial Information (that does <u>not</u> belong on a resume)

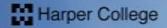
- Age or birth date
- Your photo
- Marital status/family information
- Salary information/salary requirements
- Health status
- Religious or political affiliations
- Hobbies (unless directly related to the position; i.e. swim team if you are applying for a lifeguard position).
- Social security number
- Complete addresses from past employers, phone numbers of employers, names of former supervisors



#### **Email/Online Resumes**

After you complete your resume, you will also want to create a separate version suitable for email and online applications.

- Email/online compatible resumes typically are not as attractive as word processed resumes.
- Email/online resumes should be stripped of bold, italics, underlining, \* bullets, etc. Instead, use capital letters to identify sections and use dash marks (-) instead of bullets.
- Email/online resumes should be left aligned on the page.



#### **Final Reminders**

- Have a clear job target and customize the resume toward a specific job description.
- Include only information that is relevant to the position you are seeking.
- Limit the length of your resume to 1 2 pages. If your resume is on two pages, be sure to include your name at the top of the second page and indicate that it's page 2.
- Proofread, proofread! Check for spelling, grammar, capitalization, punctuation errors and inconsistent formatting.
- Begin statements with action words.



#### Cover Letters

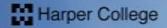
Your resume typically should be accompanied by a cover letter. Sending a resume without a cover letter is like beginning an interview without shaking hands.

Good cover letters are about the target organization, not about you and what you want:

- Should reflect that you've researched the employer
- Should reflect how you will meet their requirements and goals

Personalize your cover letter for each company you respond to.

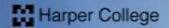
Click here to see a sample cover letter.



#### A final word on References

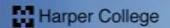
- References should not be sent with the resume and cover letter.
- They should be on a separate document and submitted only when the employer requests, typically after the first interview.
- Three references are generally sufficient; former supervisors, former co-workers, former professors or teachers are good references. Friends and family are inappropriate.
- Ask permission and inform your references about your job search.
- Always thank your references.

Click here for a sample reference page.



## Additional Resources and Assistance

- Currently enrolled Harper students may obtain a resume/cover letter critique from a career counselor or the Information Specialist in the Harper Career Center. Call 847.925.6220.
- Consult resume samples in the Career Reference Library, A347 and online.
- More links.



## Start using your new resume today! Upload your resume to

## www.collegecentral.com/harper

- Access local job listings at the Harper College Career Center's site,
- Self-register, upload a resume, search local job listings, and track your job search history.

