

Resume On-line Workshop Series

Transcript

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Welcome to the online workshop series on Resume Design. This online workshop is designed to help you to prepare an effective, hard-hitting, employer grabbing, interview getting resume. In this session, we will cover the basics of writing a resume, the purpose of a resume and what can be included. In today's job market, it is important to make sure that you stand out in the crowd and designing an effective resume is part of that process. This presentation is only meant to introduce you to resume writing, so for more information about the job search or preparing your resume, call or visit the Ivy Tech Wabash Valley Career Services Office to speak with an advisor or check out resources from the Career Services Library. Lets get started...

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The basics. When students and graduates are asked about the goal of preparing and sending resumes, they will frequently respond with answers including: "to get a job" or "to tell an employer your skills and past jobs." While both of these are true, the actual purpose of your resume is to help you get an interview. You want to design a resume that impresses an employer so much that they want to know more about you and how you can fit into their team.

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As we get started, there are a few basic things that will help to make your resume stand out. First, entry level resumes should be one page in length. Employers are very busy people and many times reviewing resumes is just one small part of their job. It is for this reason that you want to limit your resume to one typed page. It is also helpful to put the information that most qualifies you for the position within the top third of the page. This will grab the employers attention immediately and ensure they want to continue reading your credentials.

Second, make sure your resume is on quality resume paper. Good quality paper will show the employer that you are a professional. You also want to keep in mind that many times employers photocopy your resume, so there should be no distracting watermarks or patterns on the paper that would make a copy difficult to read.

And Finally ... PROOFREAD, PROFFREAD, PROFREED! Your document should be error free and consistent. Make sure that your resume is reviewed by many people before it is submitted.

Now lets discuss what can be included in your resume...

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There are a variety of elements that can be included in your resume. Some of these elements include: an objective, your education, a summary of skills or qualifications, college or specialty high school coursework completed, internships/co-ops/clinicals, employment experience, volunteer experience, membership and leadership experience and awards and honors.

You will not necessarily include every element on your resume, just those things that best illustrate your skills and why you are qualified for the position. As you begin preparing your resume, sitting down to brainstorm the skills and experience you have in each area can be helpful. In the end, you will not use all of this information, but brainstorming can help you to see what is the most important. There are a few things to keep in mind when determining how you will communicate your skills in each area to an employer. Lets look at each element in a little more detail.

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Objective statements can help to show the purpose of your resume. Objective statements should be short and concise and specific to the type of job for which you are applying. You can adjust your objective statement with each resume you send. Just make sure that your objective matches the job for which you are applying. For example, do not send an objective stating you would like to obtain a position as a bank teller to a job opening at a doctors office. This will show an employer that you do not pay close attention to detail and they may think that you really are not interested in the position they have available.

Your objective should be employer centered. Your resume is the time to show what you can do for the employer, not find out what the employer can do for you. Indicating your desire for part time or full time work is appropriate, but do not indicate that you are looking for a benefits eligible position, that can come later in the process. Instead,

focus on what you can offer to the employer. The statements on the slide can give you some ideas on developing an effective objective statement.

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For many jobs, your education will be very important to include. It may be one of the things that most qualifies you for the position. When you have entered college, it will not be as vital to include your high school information, because employers will assume that you have earned your high school diploma or GED prior to entering college. However, you could include your high school education if it was recent and if you took vocational classes related to your field of study like health careers, welding, or drafting.

In the education portion of your resume you can include your degree, program, school and its location, when you anticipate your degree or when it was awarded, your GPA if it is above a 3.0 and any academic awards (if you are not including a separate section for awards and honors). It is also not necessary to include every college you have transferred from - those can be listed on an application, if they are requested.

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Both the summary of skills and experience and internship sections of your resume are vitally important in communicating what you can offer to an employer. Your summary of skills can be tailored to fit each type of position you are applying for and can include both technical skills and personal skills. And if you are responding to a specific job opening, you can use similar verbiage and key words that will let an employer know that you are exactly who they need.

In today's job market, it is becoming more and more necessary to have experience related to your major. Some programs have internships and clinicals built in, however, if your program does not, it will be important to seek out that experience. Ivy Tech Wabash Valley has an internship coordinator who can help you find opportunities to gain experience.

When listing these experiences, think the things that you observed and the things you learned. Include your primary responsibilities and projects you worked on. This is a chance to let an employer know that you are not limited to just your classroom knowledge, but that you

also have real world experience in applying what you learned in the classroom to on the job experiences.

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Employment experience is one of the most common elements of a resume. This section can show an employer that you are dependable and have had past successful employment experience. It is not necessary to include every job you have ever held or to list every task you have performed. Instead, think of the skills that you have gained and used in your employment experience that would be helpful in the position for which you are applying. Include enough work history to give a good idea of where you have been and what you can do. Sometimes this includes the last ten years and sometimes it includes the last two jobs. If you have questions or concerns on what to include, or if you have long gaps in employment, see the career services office for effective ways to handle this on a resume.

When you list employment, include: your title, the company name and location, your start and end dates and your responsibilities. Pay special attention to accomplishments that you can quantify with numbers or percentages. If you increased sales by 20% or oversaw a department of 15 individuals, that can be important to include. You should also list responsibilities with action words like organized, assisted, coordinated, etc. A list of words can be found in the Career Services resume handout. It is not necessary to include your hourly rate, the exact street address of the employer, your supervisors name or the reason for leaving. You will be asked for these on an application and remember that on a resume you only have one page to sell your skills, and including unnecessary information may take up valuable space.

Volunteer Experience

If you have volunteer experience, it may be helpful to put on your resume. You can include how you volunteered, the time frame, and the organization. It will be important to include special projects and leadership experience and committees or boards you have served on. Frequently, long term volunteer activities are most effective, however including things like "Walk for Life," "Relay for Life," "United Way Days of Caring," or other short term activities can also show your commitment to community service.

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Employers are often looking for well rounded employees with both technical skills and leadership skills. If you have been involved in school or community activities and organizations it might be important to include them on your resume. Noting leadership positions you have held will show an employer that you have the skills necessary to become a strong leader in their organization. Long term membership in organizations can show an employer that you can commit to something long term. Many students are told that they should join organizations or be inducted into honor societies because it will look good on a resume. Involvement in clubs and honor societies are definitely important, but don't just join – get involved! If an employer asks about your involvement in Student Government Association, you will want to make sure that it includes more than just going to one meeting! So, when you join an organization, get involved! You don't have to be president for it to be beneficial, just be active. Employers will be much more impressed to know you were involved and gained some skills!

Awards and honors can be included to let employers know about your accomplishments in academics or service. Scholarships, special recognition, deans list and other honors can be included

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This slide is an example of what your resume could look like. There are many formats that are appropriate to submit to employers. You can experiment to find the one that is best for you. The Career Services library contains many books with sample resumes that can be checked out. There are also sample templates online and in word processing programs. This slide illustrates that it is not necessary to include all of the possible headings in a resume. Susan has used her skills, education, employment, and volunteerism to illustrate her qualifications.

The heading includes her name, address, and phone number. You could also include your e-mail address, just make sure it is professional. Using your name or profession is most appropriate when choosing an e-mail address. Your Campus Connect e-mail would definitely be appropriate. You can also include a cell phone number, but be sure you are in a quiet place with good reception when you answer a cell phone when you are looking for employment.

Use simple fonts styles. Size 12 font is most appropriate, but if necessary you can use a size 11, just make sure it isn't any smaller.

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Keep in mind that you will have more than one version of your resume. If your resume is not tailored to fit the job, it could be as effective as randomly sending a message in a bottle!

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We hope that this slideshow has been helpful in giving you the basics of creating a resume. Ivy Tech Career Services can offer even more to help you. If you need help designing your resume bring a draft to Career Services. We can take a look and help you design an effective resume that will impress employers. As a student or alumni, you can also have your resume on file in the office to be referred to employers when they call with available positions.

As you begin to put your resume together, you may realize that there are some skills that you would like to have before you begin submitting your resume to an employer. We can help you to develop a career plan that will ensure that you gain experience while you are going to school and address obstacles you may face.

The co-op coordinator will also be a valuable resource in helping you gain skills related to your program.

Call, e-mail or instant message the Career Services office to set up an appointment. We encourage you to use the free resources that are available to help you achieve your career goals.