

# Resumes

*A Component of BestPrep's Classroom Plus Program*

**Presenter Info: Name and Company**



# Agenda

- Purpose of a resume
- Formatting
- Getting started
- Categories and examples
- Transferable Skills
- Tips for a great resume
- References

# Purpose of a Resume



***A personal*** marketing tool that highlights your:

- Skills
- Experiences
- Accomplishments



***A professional*** document tailored to the specific needs of an employer



**It's your ticket to getting an interview!**

# Getting Started

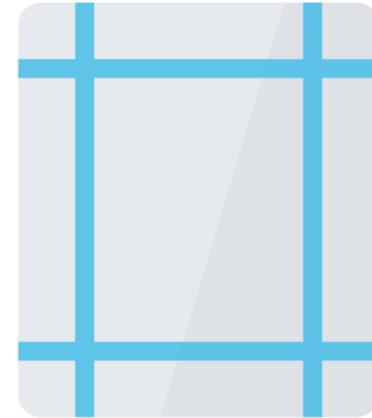


*Inspire. Educate. Connect.*

<b>Make</b>	A list of experiences you've had
<b>Think about</b>	Your duties, what you contributed, what skills you used and developed, and your achievements
<b>Begin</b>	To craft your resume into categories

# Format

- **Margins**
  - Start with 1 inch on all sides
- **Font Size**
  - 10 to 12 point
- **Font Type**
  - Times New Roman, Arial, Garamond
- **Consistent, clean, organized, easy to read**



Times New R... 12

# Resume Categories

## Common Categories:

- Heading
- Objective
- Education
- Work Experience

## Other Categories:

- Research and Internship Experience
- Honors and Awards
- Volunteer Activities
- Projects
- Activities and Leadership
- Skills

# Resume Categories Cont.



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## JOHN SMITH

### PROFESSIONAL SUMMARY

Experienced project manager seeking to leverage extensive background in project planning, team management, and effective communication to drive successful outcomes in a dynamic tech environment.

### SKILLS AND COMPETENCIES

- Project Management: Expert in agile and waterfall methodologies, skilled at managing multiple projects simultaneously with a track record of on-time and under-budget delivery.
- Leadership: Proven ability to lead cross-functional teams and foster a collaborative team environment.
- Communication: Excellent written and verbal communication skills, adept at preparing detailed reports and making presentations to stakeholders.

### WORK HISTORY

**SENIOR PROJECT MANAGER** 03/2019 to Current  
**XYZ Tech Solutions**, Chicago, IL

- Led a team of 10 to deliver a high-profile software development project which improved the client's operational efficiency by 30%.
- Managed project budgets up to \$2M, consistently coming in under budget.
- Implemented a new agile methodology that decreased project delivery times by 25%.

### EDUCATION

**University of Chicago**, Chicago, IL  
**Bachelor of Science**, Project Management, 05/2015

# Heading: Contact Info

## Goldy Gopher

7890 West Sixth Avenue

Anytown, MN 55698

651-789-1234

ggopher@umn.edu

# Objective

- **Objective**
  - Optional
  - It helps to tell an employer what you are seeking
  - Be clear, concise, and tailor to the position
  - Focus on what you bring not what you want to get out of the experience
- **Example:**

To obtain the \_\_\_ position at \_\_\_ utilizing my \_\_\_.

# Education

## Must include:

- School
- Location (city, state)
- Diploma
- Graduation date
- GPA



## Other ideas:

- Related coursework, honors, awards, course projects

# Education Example

High School Diploma, Expected May 2020

Duluth East High School

Duluth, MN

GPA: 3.4

Coursework includes:

# Work or Related Experience

- Include part-time jobs, internships, volunteering, community service, extracurricular activities
- Begin with a verb and describe your duties, responsibilities, skills and accomplishments with detail!
- Create skills statements:

**Action Verb + Details + Result**

**Weak Skills Statement:** run the cashier, help customers

**Strong Skills Statement:** Communicate with customers and process monetary transactions

# Transferable Skills

Think about your experiences in skill terms – any experience can give you transferable skills!

- Skills are developed through work, volunteer, classroom, leadership experiences
  - **Example: communication skills developed through tutoring middle school students**
  - **Example: teamwork skills developed through playing on the basketball team**

# Work Experience

- Headings
  - Create specific headings if you can
    - Related Experience or Relevant Experience
    - Leadership Experience
- Include:
  - Title
  - Name of company, organization, institution
  - City & state (no zip codes)
  - Dates employed/involvement
  - Skills Statements (Action Verb + Details + Result)

# Work Experience Cont'd

- List your experiences in reverse chronological order (most recent first)
- Do not use personal pronouns (I, my, we)
- Watch the verb tense – stay consistent
- Match your skills and qualifications to the position description and/or company
- Be specific: use numbers or show results whenever possible

# Work Experience: Example

## Experience

Assistant Manager

May 2019-present

Applebee's, St. Paul, MN

- Promoted to assistant manager after six months
- Supervise staff of sixteen including cooks, waiters, and hostesses
- Track and order weekly inventory resulting in a 25% savings
- Communicate with customers to ensure a pleasurable dining experience

# Work Experience: Example 2

Tennis Instructor

May 2017-October 2017

Lifetime Fitness, Eagan, MN

- Explained and demonstrated tennis techniques to children ages 8-12
- Created marketing materials to advertise lessons which resulted in a 30% increase in enrollment
- Managed tennis desk and communicated with parents and families regarding tennis lessons

# What **Transferable Skills** do you have and where did you get them?

- Think of one meaningful experiences you've had (job, internship, project, volunteering, student org. involvement, etc.) Write down your duties and accomplishments.
- Identify what skills you gained from that experiences
- Begin to write out skills statements for each of these jobs (**Action Verb + Details + Result**)
- Share with a partner and get feedback



# Leadership and Activities

- Demonstrates your leadership ability, social skills, and time management ability
- Focus on structured activities rather than hobbies
- Include your title if appropriate
- Include dates (list in reverse chronological order)
- May want to include bullet statements describing your skills



# Activities Example

## Activities:

**Secretary**, Student Council, September 2018-Present

**Member**, Drama Club, September 2018-Present

**Member**, First Robotics, January 2019-Present

**Captain**, Varsity Hockey Team, September 2018-May 2019

- Organized practices and created team line-ups for each game

# Visual Appeal

- Headings should stand out and be different from other text
  - Consider **bolding**, *italicizing*, CAPITALIZING
- Balance of text and white space on page
  - Easy to read, professional, focused
- Clean, consistent format & punctuation
- Don't overuse **bold**, *italics*, underlining and different bullet styles

# General Tips: Do's

- Include the most important and relevant information toward the top (after your education)
- Avoid using resume templates or resume wizards (use Microsoft Word)
- Keep to one page
- Provide only factual information
- Always proofread and have someone review your resume



# General Tips: Don'ts

## Avoid Including:

- The title “Resume” or “Resume of”
- Personal information or photographs
- “References Available Upon Request”
- Reasons for leaving previous jobs
- Personal pronouns (I, my, etc.)
- Abbreviations



# References

Must be on a separate page (use the same heading as your resume)

Choose 3-4 people and ask them to serve as references on your behalf (*Provide them with a copy of your resume*)

Keep up-to-date with your references

Try and create a balance-such as teachers/faculty, advisors, supervisors, coaches, counselors

Use professional, not personal references

# References Example

**Name:** Jane Smith

**Title:** Store Manager

**Company/Organization:** Big Box Furniture Store

**Address:** 612 Furniture Lane

**City, state, zip code:** Sofatown, AZ, 26824

**Phone number:** (602) 555-7673

**E-mail address:** jane @ bigbox.sofa

**Optional:** Current Supervisor

# Questions?



# Student Survey



# Thank You!

BestPrep gratefully acknowledges the support provided by University of Minnesota-Twin Cities Career Development Network to offer Resumes as a part of Classroom Plus.

