

# "Righting" Your Resume



### Agenda

Resume Writing

Resume Examples

Build/Improve your Resume!



- What is the average amount of time a hiring manager spends looking at a resume?
- What does ATS stand for?



## What is a Resume?



## AResume is not:



overview of your qualifications, including your education, experiences, skills, and achievements that are <u>relevant</u> to a job you're applying for

- an autobiography
- a record of ALL your skills, experiences, and achievements

### What is the Purpose of a Resume?



sell yourself



get an interview

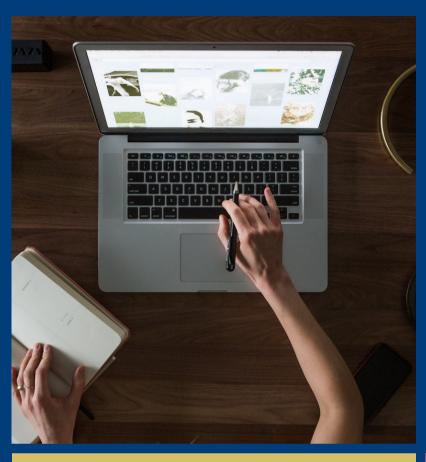


#### General Guidelines

- Length: 1-2 pages
- Font: simple, easy to read font
- Creative fonts are distracting and may be considered unprofessional
- Font size: 10-12 point font
- organized, consistent layout, easy to digest
- use bullets and phrases
- don't use personal pronouns



### Preparatory Research



#### Look at:

- job description
- employer website

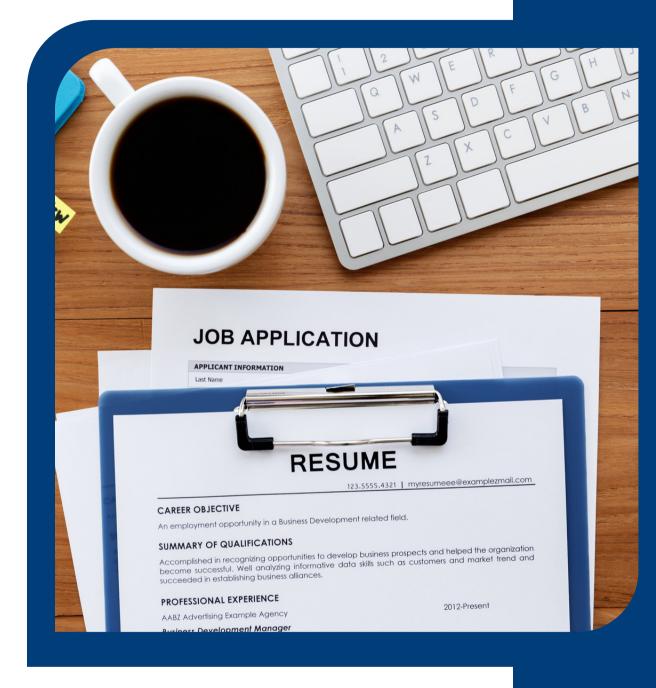


Find out:



- general job information
- desired qualifications
- key values and words





#### Resume Sections

**Contact Information** 

Professional Summary

Education

Experience

Activities and Achievements

Skills



## Contact Information



Name



Address



Phone number

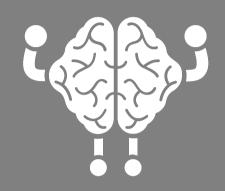


Email address



LinkedIn profile URL

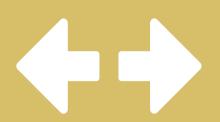
### Professional Summary



highlights relevant strengths, experience, professional achievements, and key skills



states why and how you want to help the employer achieve their goals



2-4 sentences long

### Education



#### School info



Degree info



Date of graduation



Grade Point Average



Employer/organization info

## Experience



What did you accomplish?



Outcomes

# Use WHO to describe your work experience

What did you do?

How did you do it?

What was the outcome?





# Use APR to write effective accomplishment statements

- Start with strong action verb
- Identify project/problem worked on or task completed
- Describe results achieved, quantifying when possible



# Use Strong Action Verbs to Describe your Experience

acted, balanced, communicated, created, designed, eliminated, filed, formulated, generated, helped, improved, judged, kept, led, mediated, negotiated, operated, oversaw, prepared, questioned, reduced, sold, supervised, taught, updated, viewed, wrote



### Examples

- Raised over S5,000 to fund three-month research project in Brazil by successfully writing three grant proposals to organizations, including the National Science Foundation.
- Implemented + two fundraising events for Campus Food Pantry + raising more than \$2,000 and significantly improving campus awareness of food insecurity
- Planned a meeting for over 100 employees to educate them on changes to the UC benefits plan, which decreased phone calls to the help desk.

## Activities and Achievements



#### Collegiate athletics



Student organizations





## Skills





Skills from coursework



Computer



Languages

## Soft Skills "People skills"

Self-motivation Creativity Collaboration Emotional Intelligence Teamwork Time Management Personability Diligence

Leadership
Persuasion
Adaptability
Communication
Problem-Solving
Trustworthiness
Cooperation
Productiveness

## Hard Skills "Technical skills"

Active listening

Powerpoint

Team building

Google Analytics

Budgeting

Teaching

Diagnosing

Counseling

Conflict management

Excel

Supervision

Video production

Accounting

Social media marketing

Sales

Research



### Things to Remember and Resources







### Need further help?

#### Contact Career Services!



careerservices@usw.edu



575 492-2104



@uswcareerservices



usw.edu/student-life/career-services



Scarborough Memorial Activity Center

