



Bootcamp: Resume

Resume

“The purpose of a resume is to market yourself to employers, by succinctly summarizing your education, experience, and skills, ultimately aiming to convince employers to invite you to interview.”

-The Career Center at DePaul University

The purpose of a resume is to get you an interview!

Our hope is to help you in the process of learning the strategies and best practices to develop a great resume that will get you in the door for interviews.

Session Objectives

In the session today, we will:

- Review resume tips & tricks
- Discuss parts of a resume
- Compare different types of resumes
- Describe and practice creating strong bullet points
- Share resume resources and tools
- Highlight resume FAQs (frequently asked questions)

Key topics I want to cover today:

Resume Tips & Tricks

Three focus areas when developing a resume include: overall appearance, format, and content.

Overall Appearance

Your resume should be straightforward, simple and professional.

- Prioritize the content of your resume to align with the job you are applying for
- Your name should be at the top, bolded, by itself
- Contact information should appear at the top (street address is not required)
- Include a **professional** email address (Gmail / name / avoid personal info)

Format

Consistent and clean formatting and style are important, this includes:

- Layout of information pleasing to the eye (not too cluttered or too blank)
- 1" margin
- Consistent easy to read font, 11-12point (no smaller or larger)
- Use bullet points and include periods for every phrase OR do not use any
- Dates of employment (include months/year on all OR only year)
- Pay attention to alignment

Discussion: *Why is it important to have a simple and consistently formatted resume?*

Content

You want the content of your resume to be targeted and accurate.

A resume is always a working document, meaning it is your responsibility to edit and adapt your resume for each job you are applying to. This takes time and effort AND **will get noticed**. Changing content to specifically reflect the key skills and tasks listed on a job description will catch the attention of hiring managers and human resource professionals.

- Reflect key words and phrases in the job description
- Use past tense action verbs to start each bullet point
- Write in 3rd person (do not use 'I', 'Me' or 'My')
- Focus on accomplishments / measurable results
- Include recent education (no years of graduation or GPA)
 - Include HS Diploma if it is the highest level of education; spell out Bachelor of Arts, etc.; only include minors or master's degree if it is relevant to the job
- Review, review, review...fix typos and grammatical errors and proofread!

Parts of a Resume

Below are some common resume sections that you might consider including in your resume. This list is not exhaustive, deciding which parts to include depends on (1) the type of resume you are creating and (2) your specific industry and work experience.

| |
|--|
| Header/Contact Info At the top of your resume, including your first and last name, address, email address and phone number. You can simply list your city and state, if you choose. |
| Objective Statement or Professional Profile / Summary You will need to modify this each time you apply for a different position. Objective Statement: An objective statement is an overview of the goals you have for your employment. It is usually 1 – 3 lines of text, easy to read and demonstrates that you are a good fit for the position. <i>*appropriate for young adults and individuals transitioning careers.</i> Professional Profile / Summary: 1 – 2 sentences outlining your top skills, experience and achievements as they relate to the position you are applying for. Include information like years of experience in a particular job or industry, skills you possess that are needed for the position and any specific achievements that demonstrate your eligibility for the job. <i>* appropriate for those with 5+ years of work experience.</i> |
| Skills / Strengths Identifying your skills help to set you apart from other candidates. These do not have to exclusively be skills developed at the workplace. Strengths come from all areas of our lives. <ul style="list-style-type: none">• What are you good at?• Are you fluent in another language?• Are you always organized or on time? Include 3 – 5 skills with brief context, for example: <i>Excellent leader with the ability to work with diverse customers locally and worldwide.</i> |
| Work History / Work Experience This is one of the most important parts of the resume. Necessary information includes: <ul style="list-style-type: none">• Your Job Title and the Company or Organization you worked for• Dates you worked in that specific job• What you accomplished at that organization (See Creating Bullet Points) Job Title, Organization, City, ST Date range |
| Volunteer Work / Community Involvement This is a great place to demonstrate experience you have gained through volunteering. If you do not have a lot of work history, use this section as you would work experience. Volunteer Title, Organization, City, ST Date range |
| Education List your highest degree first and relevant classes, if applicable. Give yourself credit for partial education – make it clear if you did not complete a program. Do not include year of graduation or GPA |

Types of Resumes

There are two common types or styles of resumes in today's job market. The first, and most common, is the Chronological Resume. The second type is the Functional Resume. You want to choose the style of resume that best fits your career situation and the job you are applying for. Recent trends tell us that employers prefer either a Chronological Resume OR a Combined Resume.

Chronological Resume

Work experience is presented in *reverse* chronological order. You list your current position or most recent position at the top of the work history section and work backwards.

Chronological resumes are ideal for job seekers who are applying for entry level positions or who are searching for jobs in a field they currently work in or where they have past experience.

| | |
|---|-------|
| Header | |
| Objective or Professional Summary | |
| Skills (short section) | |
| <ul style="list-style-type: none">• Skill 1• Skill 2... | |
| Work Experience (longer section) | |
| Job 1 (Current or most recent) – Title, Company, City, ST | Dates |
| <ul style="list-style-type: none">• Bullet point 1• Bullet point 2• Bullet point 3... | |
| Job 2 – Title, Company, City, ST | Dates |
| <ul style="list-style-type: none">• Bullet point 1• Bullet point 2... | |
| Education | |
| Degree, School, City, ST | |

Functional Resume

A Functional Resume is structured around a job seeker's core competencies or areas of expertise. These are helpful when job seekers are looking to change careers or have gaps in work history. This style can raise concern for employers.

Combination Resume

A Combination Resume incorporates key aspects of the Chronological Resume and the Functional Resume by allowing job seekers to more thoroughly demonstrate key skills or core competencies while also highlighting how past jobs are related to the position they are applying for. Using this format can showcase skills without raising the red flags that a Functional Resume often does for employers.

| | |
|--|-------|
| Header | |
| Objective or Professional Summary | |
| Skills / Core Competencies (longer section) | |
| Core Competency 1 | |
| <ul style="list-style-type: none">• Bullet point 1• Bullet point 2... | |
| Core Competency 2 | |
| <ul style="list-style-type: none">• Bullet point 1... | |
| Core Competency 3 | |
| <ul style="list-style-type: none">• Bullet point 1... | |
| Work Experience (shorter section) | |
| Job 1 (Current or most recent) – Title, Company, City, ST | Dates |
| <ul style="list-style-type: none">• Bullet point 1... | |
| Job 2 – Title, Company, City, ST | Dates |
| <ul style="list-style-type: none">• Bullet point 1 | |
| Education | |
| Degree, School, City, ST | |

Work Experience

As you are compiling information about your work experience / volunteer experience or other content you want to include on your resume, it is important to gather as much detailed information as you can, including:

- Job title
- Company name
- City/State
- Dates of employment
- A list of responsibilities and accomplishments
- Name/contact for any professional references

Master Resume

One strategy to compile all of your information is to create a Master Resume, including ALL of your work history, volunteer experience, accomplishments and skills, dating back to more historic work experiences. This can be helpful when creating resumes for diverse job descriptions, as you can pull targeted work experience, competencies and bullet points.

****DO NOT submit this document to an employer.***

Transferrable Skills

Identifying transferrable skills is key as you outline your experience. Transferable skills, also known as “portable skills,” are qualities that can be transferred from one job to another. They may not be called the same thing or look exactly alike, but they communicate your ability to relate to the job you are applying for.

Let’s practice together and identify some transferrable skills.

| If my experience is in... | In a new industry, it could be called... | Other ideas are... |
|----------------------------------|---|---------------------------|
| Retail | Customer Service | Sales or Consultant |
| | | |
| | | |
| | | |
| | | |
| | | |

Creating Bullet Points

Bullet points are the format used in most resumes to describe what you have done for an organization or company. When creating bullet points, keep in mind:

- Include 5 – 7 per job title or core competency
- Start with a strong past tense action verb, unless you currently hold that position
- Keep each bullet point descriptive and concise
- Do not repeat bullet points

Strong bullet points include:

1. A unique (not repeated) past tense action verb
2. Context for the action: how much, how often, in what way you completed the task...

To get started, ask yourself: **What did I do at this job?**

- Answered the phone
- Confirmed client orders
- Cleaned the office

Then ask: **How frequently? How much? What was the outcome?**

- Answered all company emails and phone calls, regularly serving 200+ customers per day
- Confirmed over 100 daily orders by receiving and documenting information for prompt and accurate delivery.
- Cleaned and sanitized workspace for all 50 employees to maintain healthy and safe work environment.

KEY REMINDER!

Do not repeat the same bullet points. Even if you worked in the same position, mix up the action verbs, tasks and outcomes – once you communicate you can do something, you do not need to repeat yourself.

Action Verbs

Here are some ideas of past tense actions verbs you can use, grouped by skill area.

| Administrative Skills | Clerical Skills | Communication Skills |
|------------------------------|------------------------|-----------------------------|
| Administered | Approved | Addressed |
| Coordinated | Arranged | Arranged |
| Designed | Catalogued | Authored |
| Enlisted | Classified | Contracted |
| Evaluated | Compiled | Corresponded |
| Intercepted | Dispatched | Directed |
| Interviewed | Executed | Drafted |
| Mediated | Filed | Edited |
| Negotiated | Generated | Formulated |
| Ordered | Implemented | Handled |
| Organized | Inspected | Helped |
| Participated | Monitored | Influenced |
| Planned | Operated | Interpreted |
| Provided | Prepared | Motivated |
| Reviewed | Processed | Negotiated |
| Selected | Purchased | Obtained |
| Shared | Recorded | Persuaded |
| Supervised | Retrieved | Read |
| Updated | Systematized | Reasoned |
| Wrote | Tabulated | Recruited |
| | Validated | |

| Counseling Skills | Creative Skills | Financial Skills |
|--------------------------|------------------------|-------------------------|
| Assessed | Abstracted | Allocated |
| Clarified | Adapted | Analyzed |
| Coached | Conceived | Appraised |
| Counseled | Conceptualized | Audited |
| Demonstrated | Created | Budgeted |
| Diagnosed | Developed | Calculated |
| Educated | Directed | Compared |
| Encouraged | Established | Computed |
| Facilitated | Expanded | Detailed |
| Guided | Fashioned | Estimated |
| Integrated | Founded | Formulated |
| Introduced | Fashioned | Forecasted |
| Launched | Generated | Instituted |
| Observed | Illustrated | Kept records/books |
| Perceived | Imagined | Reconciled |
| Planned | Innovated | Researched |
| Referred | Invented | Solved |
| Rehabilitated | Originated | |
| Represented | Performed | |
| Stimulated | Revitalized | |

Action Verbs

Continued...

| Detail Skills | Development Skills | Helping Skills |
|----------------------|---------------------------|-----------------------|
| Collated | Applied | Adjusted |
| Copied | Catalogued | Advised |
| Collected | Conceived | Assisted |
| Defined | Developed | Attended |
| Dispatched | Effectuated | Brought |
| Enforced | Engaged | Cared for |
| Followed through | Established | Carried out |
| Gathered | Founded | Let |
| Investigated | Initiated | Listened |
| Judged | Maintained | Notified |
| Managed time | Selected | Related |
| Met deadlines | Supported | Rendered |
| Pinpointed | Surveyed | Serviced |
| Retained | Updated | Spoke |
| Retrieved | | Understood |
| Structured | | |

| Management Skills | Manual Skills | Research Skills |
|--------------------------|----------------------|------------------------|
| Assigned | Assembled | Collected |
| Conducted | Bent | Critiqued |
| Controlled | Bound | Decided |
| Coordinated | Built | Examined |
| Delegated | Cut | Extracted |
| Hired | Drilled | Extrapolated |
| Instructed | Drove | |
| Led | Fed | |
| Managed | Ground | |
| Prioritized | Handled | |
| Produced | Inspected | |
| Projected | Lifted | |
| Promoted | Moved | |
| Proposed | Operated | |
| Recommended | Pulled | |
| Scheduled | Punched | |
| Strategized | Set-up | |
| Trained | Shipped | |
| | Tended | |

Worksheet / Examples

List all the organizations or companies where you have worked or volunteered. Develop bullet points to explain what you did and the impact you had using strong action verbs.

Job Title: _____ **Company:** _____

City/State: _____ **Date Range:** _____

Roles, responsibilities, and accomplishments in this position:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Job Title: _____ **Company:** _____

City/State: _____ **Date Range:** _____

Roles, responsibilities, and accomplishments in this position:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Job Title: _____ Company: _____

City/State: _____ Date Range: _____

Roles, responsibilities, and accomplishments in this position:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Job Title: _____ Company: _____

City/State: _____ Date Range: _____

Roles, responsibilities, and accomplishments in this position:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____