3rd Parent Academy Workshop

Resume Preparation Skills

Change your résumé for each job application

- Tie every piece of information you give them to something they need
  - Looking for leadership? Give them leadership experience

Résumés do the following

- Save the HR person time
- Serve as a record in your file
- **Get you an interview**

Most Résumés Contain

- Personal contact information
- Objective
- Education
- Experience
- Awards
- Activities
- Computer Skills
- References sentence or phrase

Writing Tips

- Give yourself time to write a résumé
- Think like a human resources professional
- Make your information easy to read.
  - Avoid long paragraphs
  - Choose an appropriate font and size
  - Give your contact information early

Impress them.

- Take the time to find out this information

  -Name (with proper spelling)
  -Title
  -Procedure
  -Needs
  -Something about the company

Show, don't tell.

- Never just tell the employer what you're like—show them with examples, and let them describe you

Show, Don't Tell

- Example 1

  - I am a hardworking person with great organizational skills

Show, Don't Tell

- Example 1
  - I am a hardworking person with great organizational skills

  - I was elected the chair of my sorority's budget committee. I was responsible for the accounts of 24 members and a yearly house budget of $32,000 dollars
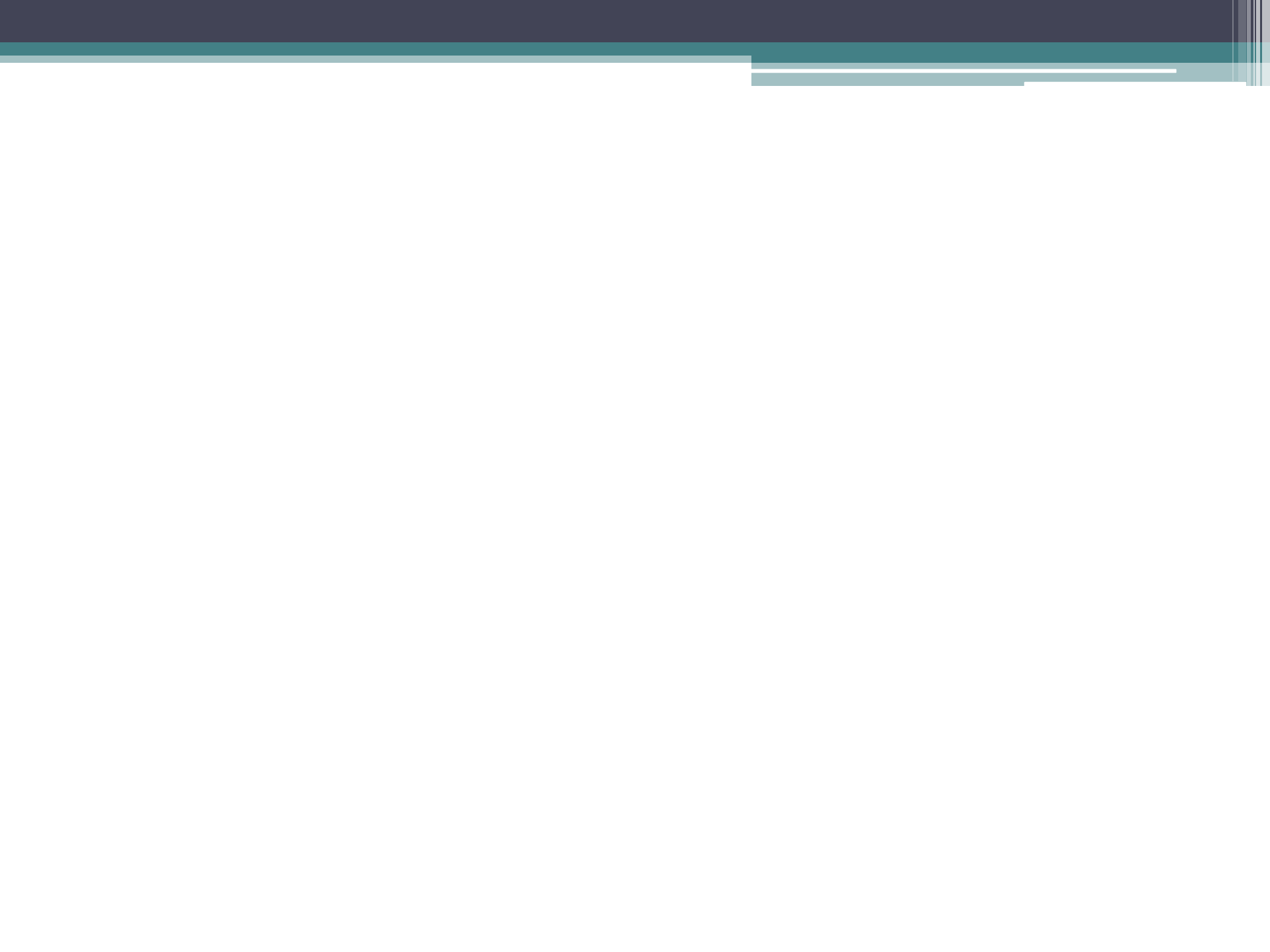
Use Action Verbs

Designed	Supervised	Created	Staffed
Tested	Studied	Earned	Saved
Gained	Programmed	Sold	Used

A Hint

- Search and destroy all "Was responsible for" phrase. These usually hide active impressive verbs

- Ex: Was responsible for the supervision of 12 video clerks

- Better: Supervised 12 video clerks

A Very Common Mistake in Parallelism

Today's presentation will take the following format:

-Examine the current dress code
-Reasons for a change in the dress code
-New dress code explanation
-Summary

Same example, with Parallelism

In today's presentation, we will:

-Examine the current dress code
-Give reasons for a change in the dress code
-Explain the new dress code
-Summarize the main points

Where should I look for parallelism mistakes in résumés?

- Look carefully at the first word in each entry, especially under job experience

- Generally, you'll want to start each entry with an action verb—make sure they're parallel

Use Visual Hierarchy

- <u>Visual Hierarchy:</u> organizing output visually using formatting

- You can use any visual hierarchy you choose—but be sure to user-test it to ensure others understand

Examples of Visual Hierarchy

- In the following examples, which information is more important:

- **Rensselaer Polytechnic Institute, Troy, NY**
  Bachelor of Science, Materials Science and Engineering

- **B.S. Materials Science and Engineering**
  Rensselaer Polytechnic Institute, Troy, NY

Résumé Types:

- Chronological

- Analytical

Use White Space Strategically

- White space naturally attracts the eye

- Items surrounded by white space attract attention—use white space strategically

Which is a better use of white space?

- Supervised the monthly inventory

- Managed 3 sales clerks

- Sold $1,200 worth of apparel weekly

- In this position, I managed three sales clerks, supervised the monthly inventory, and sold $1,200 worth of apparel weekly

Looking professional in the printing process.

- Choose a proper color
  - White
  - Off-white
  - Gray

- Choose a proper paper
  - Résumé paper
  - Cotton content
  - Be 20- or 24-lb.

Looking professional in the printing process.

- Whatever printer you use—

CHECK THE PRINTOUT!

- Smudges, feathered lines, or faint ink do not make you look professional

The Résumé Writing Process

- Take notes on your achievements and keep them in a file
- Think about your achievements
    - Chronologically
    - By amount of effort
    - By what you enjoyed most
    - By what took the most time

Use the resources at your disposal

- Have at least one other person look it over

- Take it to the Writing Center, take it to your parents, show it to your roommate.

- Realize not all advice will agree.