



What is a resume?

A resume is your chance to briefly highlight skills and/or experiences that make you a good match for the opportunity you seek. This may be the first a recruiter learns of you, so it is important to make a strong first impression that quickly and convincingly presents the reasons your candidacy is of interest to the company/organization looking.

Components of a resume

Heading: Name, Address, Phone Number, Email, LinkedIn URL (if applicable)

Career Objective or Mission Statement: If you choose to include this, be sure it is concise, clear, and specific to the opportunity you are applying for.

Education: List most recent first. Indicate, name, location, graduation date and GPA (if GPA is a selling point, omit if unnecessary)

Work Experience: include position title/role, brief description of role, company name, dates of employment, responsibilities

Extracurriculars, Leadership Examples, Volunteer Experience: again, include position/role title, and brief description of experience. These can be broken down into separate sections or omitted as needed.

Awards: Include name, date, and brief description if it will add to reader's appreciation of the award.

Skills: If you have acquired special skills that make you a good fit for this position, include a section identify them

Qualities of a resume

Comprehensible strive to prepare a resume that can be easily understood by the manager/recruiter/organizer likely to review it. Ask yourself, "Would a stranger be able to look at my resume and hear what I meant to say?"

Legible does the appearance of the resume make it easy for the eyes to scan and gather information from it? The appearance of the resume is the result of your choice of font style/size, as well as the layout you choose.

Compelling the ultimate duty of the resume is to help secure an interview. Does your resume arouse the recruiters' interest in your filling this position?



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Things to avoid

Grammar/spelling errors. These indicate a rush job was done, and a lack of seriousness about the opportunity

Irrelevant Information: space is limited, so only include information that helps a recruiter understand why you are a good fit for the particular experience at hand.

Storytelling: Your resume should make the recruiter want to ask you to tell them your story. Avoid long sentences in narrative form with pronouns. Stick to brief statements that highlight actions and outcomes.

Examples of strong, active language

See video from Indeed.com for discussion: https://www.youtube.com/watch?v=BxPy_-cl4mY&feature=youtu.be

Collaborated, conveyed, constructed, performed
Authored, briefed, communicated, conceptualized
Audited, halted, classified, dispensed
Captured, conserved, converted, delivered, generated
Advanced, architected, automated, coded, deployed

Exercise One:

<https://drive.google.com/file/d/1F9YJRgJ8H0KBBnMuiz3EQMH0RIOl3Dxz/view?usp=sharing>

Exercise Two:

<https://drive.google.com/file/d/1AfMBWGiLXaHAPIDRD8JUCt6Z2IYEEd0/view?usp=sharing>

Exercise Three:

https://drive.google.com/file/d/14M2wlp_BFjfhxM_Qf2DMSpUqXIGi7pnd/view?usp=sharing

Resume Data Pool Example:

https://docs.google.com/spreadsheets/d/1bc9kR7gPKNfMB_jIF4WrzWAJwv3X9VgxXN_X9okd-zI/edit?usp=sharing