

# Welcome to the RESUME WRITING WORKSHOP

Career Services Center Campus Life Center Southern Wesleyan University Visit us at <u>www.swu.edu/careercenter</u>

# Workshop Agenda

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#### ABOUT THE CENTER

The SWU Career Services program is designed to enhance student learning regarding their academic and career choices by providing programs, resources and services that assist students in gaining the knowledge, skills and experiences necessary to fulfilling their vocational calling.

The Career Services Center is located in the Student Life Center. The telephone number is 864-644-5150.

Yvonne Duckett, Director

#### Southern Wesleyan University Career Services Center

- Computerized Career Testing
- Career Exploration
- Career Counseling
- Employment opportunities
- Job Search Assistance
- Virtual Workshops
- Scheduled classroom workshops
- Resume Writing Assistance
- Mock Interview assistants and workshops
- Assistance with faxing resumes

# **Basic Principles**

#### REMEMBER

A resume is just like life... you never get a second chance to make a first impression!"

## Key Points

Your resume must:

- Target the position that you are applying to
- Look professional
- Be easily read (use phrases-not sentences)
- List your document skills & experience
- Stress your accomplishments

#### **Basic Principles of Resume Writing**

- There are no absolute rules regarding resume format-only guidelines.
- Your resume should not be an autobiography.
- Omit personal pronouns such as "I", "Me, and "My."
- Omit all personal data such as date of birth. height, weight, etc.
- Do not mention you current salary on your resume.
- Always send a neatly typed cover letter with your resume.
- Make sure that your resume and cover letter have no typing or grammatical errors.
- Always carry extra copies of your resume with you during your job search.
- Make certain that every section is applicable to the position that you are applying for.

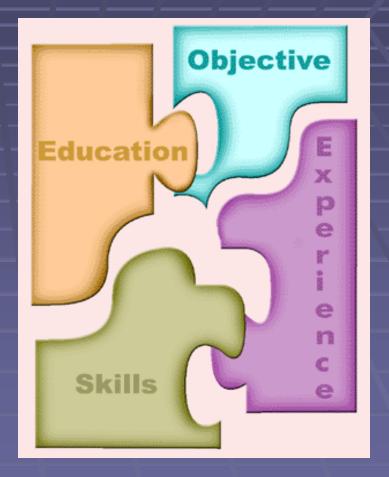
## **Resume Appearance**

A one-page resume is always nice; however, a two-page resume is acceptable.

Remember: your resume should not be an autobiography

#### Main ingredients for your resume

- Heading
- Objective
- Qualifications/ Accomplishments
- Education
- Work Experience
- Licenses and Certificates
- Professional Memberships/Affiliations
- Honors
- Skills



## **RESUME FORMATS**





(Request samples from SWU's Career Center)

# CHRONOLOGICAL

(Most preferred by employees)

Fact: It's the fastest and easiest to read and the jobs are listed in chronological order starting with the most recent.

#### Advantages:

- Interviewers are most familiar with it
- A stable work history is highlighted
- Easiest to prepare
- Structured by familiar dates, companies, and titles

#### Disadvantages

- Draws attention to employment gaps
- Skill areas are difficult to spotlight

Ask your career advisor for a sample.

# FUNCTIONAL

FACT: The functional style emphasis skills and accomplishments. This format ignores historical sequence.

#### **Advantages**

- It allows you to emphasize professional growth
- Helps to camouflage a spotty employment record
- Positions not related to current career goals are not highlighted

#### Disadvantages

The employer may want to see additional work history

## COMBINATION



This resume contains elements similar to both the chronological and functional formats

#### Advantages

- It can specify relevant skills and experience and highlight a steady work history
- It provides a good opportunity to emphasize relevant skills and abilities

Ask your career advisor for a sample.

The next few pages will consist of examples of a heading for your resume as well as an objective, action words to describe your job, education, computer skills and activities which are optional.

#### <u>Resume Header</u>

- Type your name in an eye catching 10-12 point font size.
- Include your current address, phone number, and e-mail address.
- Your permanent address is optional.
- Include your web page address if appropriate.

# Sample Heading

#### John S Kinlaw

124 Summers Avenue Central, SC 98877 864-654-7777 (Home) 864-987-9841 (Work) jsk@bellsouth.com

#### Your Objective

(A resume without a job objective statement effectively says, "This is what I've done. Could you please figure out what I should do next?).

# This is a W e a k approach

See next page for a sample

#### **3 Sample Career Objectives**

- OBJECTIVE: To secure a position as a paralegal where I can utilize my education, writing, and interpersonal skills
- OBJECTIVE: To obtain a sales position, leading to a management position where my communications skills and initiative can be utilized to increase profits and improve customer relations
- OBJECTIVE: Marketing Department within a mid-large size corporation

#### **ACTION WORDS**

achieve, administered, allocated, anticipated, approved, arranged, assembled, attended, authored, balanced, billed, budgeted, balanced, built, carried out, coached, calculated, communicated, channeled, collected, compiled, completed, defined, delegated, determined, edited, established, eliminated, employed, functioned as, facilitated, followed up, gained, generated, guided, hired, handled, headed up, improved, implemented, inspected, interviewed, justified, judged, kept, monitored, motivated, maintained, managed, negotiated, operated, ordered, organized, planned, prepared, presented, produced, recommended, recorded, saved, selected, simplified, taught, tested, trained, treated, utilized, won, wrote

Contact the Career Center for additional action words<sup>2</sup>

#### Work experience

- Summary of Skills-optional. (Also called Summary of Qualifications, Highlight of Skills, Profile, etc.)
- Effectively presents relevant skills, especially for non-vocational majors.
- Type in a bulleted format no longer than five lines. Combine skills when appropriate.

Click next slide for samples

### Sample Description

#### **Customer service Representative**

Nextel Service Center Atlanta, GA

 Assisted customers in making selections through friendly and knowledgeable sales techniques
 Merchandised products to appeal to clientele
 Accurately processed cash and credit transactions
 Trained new personnel using visual, oral, and hands-on methods
 Tactfully resolved customer concerns

See second sample next slide

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#### Sample description

#### Office Manager

Greenville Convention Center, Greenville, SC (January 1994-July 1994)

- Interfaced with all levels of personnel
- Processed biweekly payroll
- Maintained personnel files and office supplies
- Pre-interviewed job applicants.
- Trained new office employees.
- Approved and sent bills to the corporate office for payment.

### **Education**

- Most recent college/university first. Include full school name, city, and state. (Note: California State University, Chico contains all these in the name.)
- Kind of degree or professional certificate( B.A. or Bachelor of Arts, B.S. or Bachelor of Science, M.A. or Master of Arts, Multiple Subjects Credential, Paralegal Certificate, etc.) and name of program ( History, Business, Journalism, etc.)

Major emphasis and minor emphasis, if applicable

G.P.A. if 3.3 or above cumulative.

### **Sample Education Statement**

Bachelor of Science in Business Education Degree (BSBA) : May 2000 G.P.A. 3.22 Southern Wesleyan University

#### **Computer Skills**

 COMPUTER SKILLS\*Operating Systems: DOS, Windows, UNIX
 \*Languages: IBM-AIX, COBOL, HTML
 \*Applications: SAP R/3, SQL, Microsoft Office, Lotus 1-2-3, Word Perfect, Excelerator, RBASE, AB: POM, Linpro

#### **ACTIVITIES** (Optional)

Member, Golden Key National Honor Society (Fall 1996, Spring 1996) Dean's List (Fall 1996, Spring 1996)

#### Your Resume Checklist



Does your resume look appealing?
Is it clearly labeled, using appropriate headings?
Does it highlight your skills and abilities?
Does it include an objective?
Have you had it critiqued by others?
Have you triple checked (grammar and spelling) for accuracy?