Create a Resume

Name:_____

Point of the Assignment: To help you set up and/or update your resume.

Creating a First Resume:
Creating a first resume involves building from scratch. If you have never created a resume before, you will need to collect some information. Also, it is suggested that you create a 'master' resume or ongoing working document where you can list all relevant information. Then you can make copies to customize as you encounter potential jobs for which you want to apply.

To start, you need to collect the necessary information. Use the headings below to help you know what information to collect. Plan to have two versions: 1) An ATS-Friendly version to be read by machines, and 2) Traditional version to be read by humans (for networking purposes)

Contact Information
The contact section should take up to one-quarter to one-third of the resume so that the information stands out and is easy to read. Be sure to include:
• Name
• Phone number
• Email address
• Street address are often not necessary on the resume unless the employer requests it. For security purposes, do not include it if posting the resume to a public website.
• Social Media links: Be sure to include professional accounts only (i.e. LinkedIn)
• Online portfolio and/or professional websites -- if you have one and only if they enhance your brand.

Summary
This section should be written last – after you have written out all the other relevant information. It should summarize and highlight what you have to offer the potential employer and should be tailored to the job description.

Professional Experience
To start, list all your prior employment, but don't list more than ten years unless it is directly relevant to the job for which you are applying. Start with the most recent job and work backwards. Typically, prospective employers will place more emphasis on the most recent, relevant experience. Each entry should be listed with dates (month/year) title, employer and a description of quantifiable accomplishments:

Example:
>
> 01/2012 – 12/2017: Title
> Employer Name
> Description of quantifiable accomplishments. Best if listed in bullet format. Leave off the personal pronoun of "I". Keep sentences short and to the point.
> (i.e. "Reorganized xxx process, resulting in 20 percent savings in overhead costs")

Training

In this section, be sure to include any formal training that is directly relevant to the job. List any certifications beyond formal education that are relevant.

Skills

List any skills you have that are relevant to the job description. Be sure to use the exact language that is used in the job description. Also list any relevant transferable skills – especially bi-lingual skills if relevant.

Education

Here is where you will want to list any formal education including any degrees (or highest level of education), or relevant classes you took at the college level.

The question is often asked "Should I list education or experience first?" Generally speaking, experience is often given greater consideration, so it is usually listed first. However, there are two primary exceptions to that: 1) For new graduates who have no direct, relevant experience to the job. 2) Some professions, such as higher education, have as a minimum qualification for the job, that the applicant possesses specific degrees. In those situations, the employer will want to first establish that the applicant has that minimum qualification, so they will want to see that information up front to make it easier to determine that the minimum qualifications are met.

Updating Your Existing Resume

Updating an existing resume involves three steps:
1. Simple updating by changing dates, titles and experience that have changed since the last time the resume was updated.
2. Reviewing the entire resume for ongoing relevance to make sure that the information provided is still relevant to the work sought.
3. Tailoring the resume to the specific job.

Review for Ongoing Relevance

1. **Advanced professionalism**: If you have grown professionally since your resume was last updated, then review it for unnecessary information, or information that does not reflect your current level of professionalism. For example, it may be appropriate for a student or new graduate without experience to list courses taken. However, once they have had their first significant experience, then that information is not as important because employers typically care more about experience than education. Listing school activities is another example. If you were promoted from an entry-level position to a position of leadership, leave out skills needed only for the entry-level position.

2. **Outdated skills and experience:** As you review your resume, take out references to obsolete skills, process, jargon and/or technology. Also avoid listing things that were once an in-demand skill, but are now considered a mainstream expected skill, such as Microsoft Office.

3. **Check for signs that indicate advanced age**: Many job seekers over 40 may worry about age discrimination. However, without realizing it, they may actually contribute by having their resume make them look old. There are many clues that can give away age, including listing outdated skills, processes, and jargon; having an email address from an old service provider, listing too many years of experience, using old resume-writing rules, such as providing an 'Objective', and some grammar and formatting rules, such as having two spaces after a period, or using traditional fonts. There are a variety of opinions about what gives clues of being old. The following website provides several links to resources for job seekers who are over 40.
   http://www.dreams-goals.com/resources/workshops/unique-populations/

4. **Modernizing for today's job search process**: This phase involves making sure that your resume reflects current rules, and making sure that you have an "ATS-friendly" version of your resume. While it is good to have an aesthetically pleasing resume to email or hand to an individual who will actually read your resume, it is also important to make sure that you also have an ATS-friendly version because you will likely, at some point, need to upload your resume to an automated system. It may be best to have two versions: "hand out version" and "ATS-Friendly" version.

Tailoring Existing Resume
Tailoring the resume involves looking at the job description, highlighting what skills, knowledge, abilities, and experiences the employer requires and desires. Then include examples of how those requirements are met on the resume. It will use key words taken directly from the job description. It also involves removing anything that is not directly related to the job description. For example, the applicant could have an MBA and 20 years of experience in the business world, but is applying for an entry-level job in the medical field. Remove those business references for these reasons: 1) It is not relevant and can distract from the qualifications that are relevant. 2) It takes up limited space. 3) It can give the employer the impression that you are not fully committed to their job and will likely leave soon after being hired.

Get More Help with Your Resume
The following webpage links are for workshops created by this author and include many helpful links and resources that are relevant to creating or updating a resume:
Workshops:
- **"Resumes for Today's Job Market"** *(primary)*
  - http://www.dreams-goals.com/resources/workshops/wkshp-resume/
- **Job Search Tips for Unique Populations:**
    (Unemployed, Over 40, Over Qualified, Disabled, Veterans, Flawed Past)
  - http://www.dreams-goals.com/resources/workshops/unique-populations/
- **"Perfecting the Interview Process"**
  - http://www.dreams-goals.com/resources/workshops/wkshp-interview/

- **"Identifying Your Transferable Skills"**
  - http://www.dreams-goals.com/resources/workshops/wkshp-transferable-skills/
- **Social Media & Career Success"**
  - http://www.dreams-goals.com/resources/workshops/wkshp-social-media/

- **"Networking Savvy"**
    - http://www.dreams-goals.com/resources/workshops/wkshp-networking/

The following documents can help you with creating or updating your resume:
- **"Job Search Websites"** This document provides an extensive and helpful list of websites that can help with your job search research process:
    - http://www.dreams-goals.com/Documents/JobSearch/JobSearchWebsites.pdf
- **"LinkedIn Profile"** This document will give you the basics on how to set up a LinkedIn profile as well as provide links to tutorials and other helps.
    - http://www.dreams-goals.com/Documents/JobSearch/LinkedInProfile.pdf

If you need help tailoring your resume to the job description, the following documents can help:
- **"Tell Me About Yourself"** will walk you through the step-by-step process of tailoring your response to meet the employer's need. This document can be downloaded from:
    - http://www.dreams-goals.com/Documents/JobSearch/TellMeAboutYourself.pdf
- **"Know Your Audience"** will help you focus on identifying the target audience (i.e. hiring manager) of your resume, and learn to see the world through their eyes.
    - http://www.dreams-goals.com/Documents/AcademicSkills/KnowYourAudience.pdf

Test your understanding:
What is the main point of this assignment?
_____
_____

Why were you expected to do this exercise?
_____
_____

What type of person would need to do this exercise?
_____
_____

How well do you fit the profile of the person for whom this assignment was created?
_____
_____

Reflection: (*Write down your response after completing this assignment.*)
_____
_____
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