

RESUME WRITING

What You Will Learn Today

- **Two Types of Resumes**
 - ▣ Paper (Most popular, widely used)
 - ▣ Video (Becoming more popular, sometimes used with LinkedIn)
- **What Information to Include in Your Resume**
- **Important Dos and Don'ts about Resumes**



Before You Get Started...

Career Services: www.prairiestate.edu, **Keyword: Career**

- Resume and cover letter writing resources
- Industry and job information related to your major
- Interview best practices
- Job search tips and websites

Let's check it out!



Pop Quiz!

- ❑ What is the initial amount of time an employer takes to review an applicant's resume?

- ❑ Answer:
 - ❑ 15 – 20 seconds minimum
 - ❑ 45 seconds maximum



Why do you need a resume?

- ❑ A marketing tool
- ❑ To obtain an interview, not a job
- ❑ Requirement of many organizations



Resume- hidden messages

Resume

- ❑ Neat
- ❑ Well-organized
- ❑ Error free
- ❑ Professional appearance

You

- ❑ Neat
- ❑ Well-organized
- ❑ Attention to detail
- ❑ Careful & Competent

The Header

- ❑ What should be included?
 - ❑ Name
 - ❑ Present address (may only include city, state)
 - ❑ E-mail address
 - ❑ Telephone number
- ❑ Where should contact information go?
 - ❑ Top of the page

Pioneer Prairie

123 Cougar St., Chicago Heights, IL 60411

555-555-5555, p.prairie@prairiestate.edu

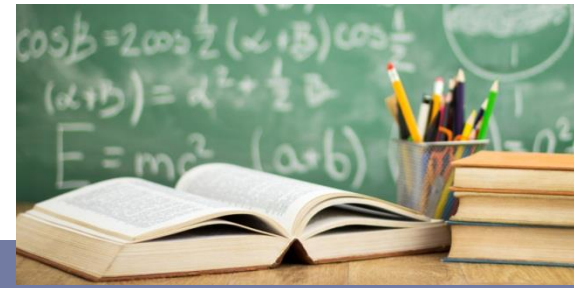
<https://www.linkedin.com/in/pioneerprairie>

Education



- ❑ **Name of Institution**
 - ❑ Include city and state if not part of the title
- ❑ **Name of your degree and major**
 - ❑ Associate of _____ in _____
 - ❑ *Associates of Arts in Business*
- ❑ **List degrees in reverse chronological order**
 - ❑ Most recent degree is listed first

Education



- ❑ **Date or expected date of graduation**
 - ❑ Graduation Date: May 2020
 - ❑ Expected Graduation Date: May 2022

- ❑ **GPA**
 - ❑ Major or overall at least 3.0
 - ❑ Round down to the nearest tenth
 - ❑ 3.0 not 3.062

- ❑ **High School Information**
 - ❑ Do not include after Sophomore year

Education



Pioneer Prairie

123 Cougar St., Chicago Heights, IL 60411
555-555-5555, p.prairie@prairiestate.edu
<https://www.linkedin.com/in/pioneerprairie>

EDUCATION

Prairie State College

Associate of Arts, Mass Communication: Multimedia

Expected Graduation: May 2020

Major GPA: 3.90/4.00, Overall GPA: 3.79/4.00

Course Highlights

Principles of Communication

Introduction to Web Site Development

2D Animation

Multi-Media Writing

Honors, Leadership and Activities

❑ Scholarships and/or Awards

- ❑ Dean's List, 2015-2017
- ❑ SXU Scholarship, 2016-2017



Leadership Activities

- ❑ Society of Human Resource Management (SHRM)
 - ❑ What position do you hold?
 - ❑ What are some of the accomplishments you've helped the group achieve?
- ❑ Service Club
 - ❑ What activities or duties did you have as part of this group?

Honors, Leadership and Activities

- ❑ **Order by date**
 - ❑ Reverse chronological
- ❑ **Rank order by importance to the career you are seeking**
- ❑ **Do not say *Member of ...***
- ❑ **Emphasize your leadership roles**
- ❑ **Spell out the organization's name:**
 - ❑ Do not use abbreviations or acronyms



Honors, Leadership and Activities

HONORS Dean's List, two semesters

ACTIVITIES

Service Club, 2017-18

Communications Chair, 2018

- Coordinated the organization's first-ever clothing drive for the homeless.
- Helped restore a community park that was destroyed by flood waters.

Internship



- ❑ **Use the heading “Internship”**
- ❑ **Information to include**
 - ❑ Internship Title
 - ❑ Dates of Internship
 - ❑ Company Name
 - ❑ City & State



Internship



INTERNSHIP

Harrison Water Park, Mokena, IL
Marketing Intern, 8/xx – 12/xx

- Helped develop an overall marketing plan to promote special winter season events.
- Produced fliers and newsletters for several community mass mailing campaigns.
- Collaborated with another intern to create a proposal for two new summer youth activities.
- Assessed numerous fall season activities and submitted recommendations to improve them.
- Received excellent ratings on all performance evaluations.

Experience



- ❑ **Use the term "experience"**
 - ❑ **What is considered experience?**
 - ❑ Full and part-time jobs
 - ❑ Self-employment
 - ❑ Volunteer work
 - ❑ **Information to include**
 - ❑ Job Title
 - ❑ Dates of employment
 - ❑ Company name
 - ❑ City & State



Listing Responsibilities

- ❑ Use bullet points
- ❑ Start of each line with an action verb
 - ❑ Present tense if currently employed
 - ❑ Past tense if no longer employed
 - ❑ Vary your choice of verbs
- ❑ Tailor skills and experiences to the position for which you are applying
- ❑ Be concise while providing enough detail
- ❑ Google “Action verbs for Resumes”

Experience



RELEVANT EXPERIENCE

Chicago Fire Soccer Club - Bridgeview, IL

Graphic Design Intern (03/XX - Present)

- Organize and manage multiple projects in various stages of progress
- Formulate design concepts, presentations, templates, layouts, merchandise, installations and other collateral from initial idea to final execution
- Create advertising campaigns that are followed across a variety of collateral
- Develop an understanding of target audiences and market for specifically aimed marketing pieces
- Present or pitch ideas, briefs and concepts to various parties, in and out of house

OTHER EXPERIENCE

Frankfort Library - Frankfort, IL

Library Aide (3/XX - Present)

- Assist patrons with locating specific materials
- Prepare materials for checkout
- Assist with various events, sponsored by the library

Resume Dos



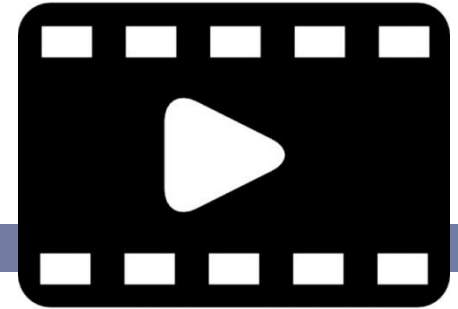
- ❑ Use action verbs
- ❑ Use short, concise sentences
- ❑ Use #, %, \$ amounts
- ❑ Keep resume easy to read
- ❑ Keep resume about one page
- ❑ Google “Action verbs for Resumes”

Resume Don'ts



- ❑ Do not use the pronouns such as I, me, my, etc.
- ❑ Do not include references
- ❑ Do not clutter your resume with nonessential information
- ❑ Do not make any misrepresentations
- ❑ Do not include personal information
 - ❑ SSN, age, sex, height, weight, marital status, photograph, etc.

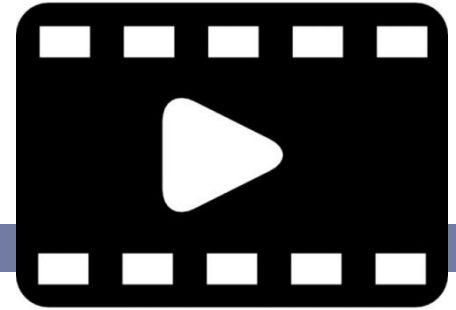
Video Resumes



- **Becoming more popular**

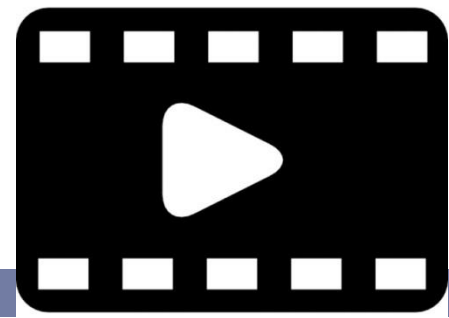
- **Short clip introducing your skill set and why you are perfect for the job**
 - Short video can be emailed to employers
 - Short video can be linked to your LinkedIn profile

Video Resumes

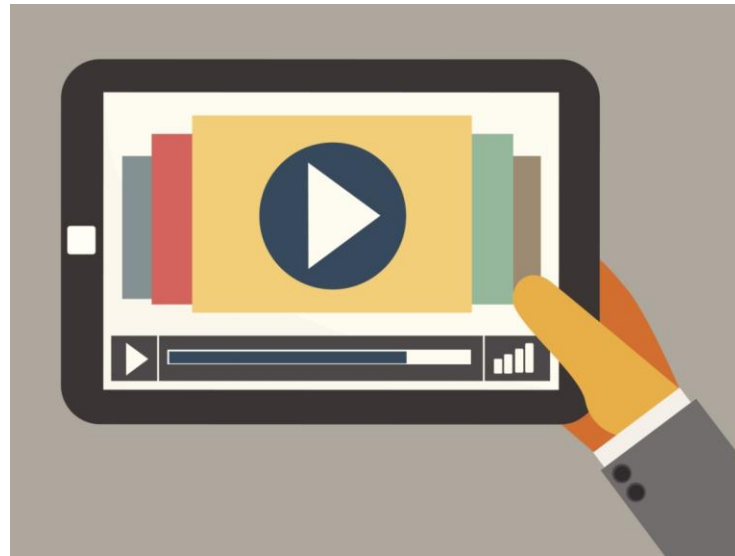


- **Tips to creating a strong video resume:**
 - Make sure it is relevant to the job to which you are applying.
 - LinkedIn – Use a video to highlight a project in a course or job/internship that relates directly to the field/industry that you are applying.
 - Don't just read your resume.
 - Keep it short – One to three minutes is ideal.
 - Good production counts.

Video Resumes



▣ <https://www.youtube.com/watch?v=S5RDXIKXh8c>



PSC CAREER SERVICES

Follow Career Services:

- Pioneers Get Hired – www.collegecentral.com/prairiestate
- Facebook: [@psccareerservices](https://www.facebook.com/psccareerservices)

Contact Information:

- Email: careerdevelopment@prairiestate.edu