

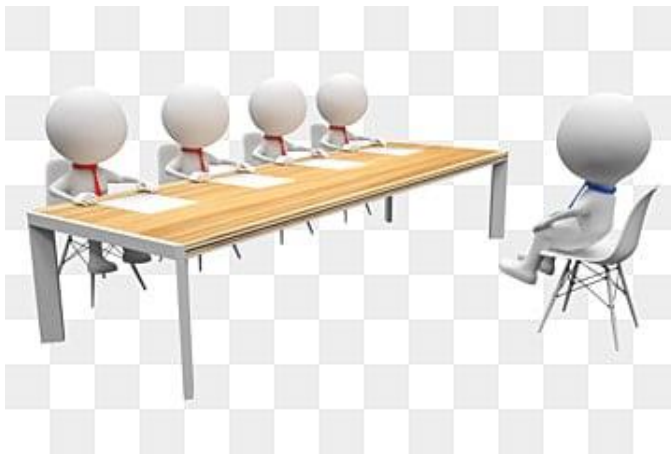


# Center for Programs in Allied Health (CPiAH)

## Resume Workshop

**Cassandra Anderson, MBA**  
**Student Services Support Manager**

# WHAT IS A RESUME?



- Advertisement selling a product....YOU!
- Specifically, your skills, experiences, and attributes.
- First meeting between you and the employer.

# Effective Resume Writing



Overall it's your  
**FIRST STEP**  
towards  
employment.



# Effective Resume Writing



- ▶ What information should be in a resume?
- ▶ Characteristics of a successful resume.
- ▶ Functional or Chronological
- ▶ Scannable resume

# What Information Should Be In A Resume?



- ▶ Work or Professional Experience
- ▶ Education
- ▶ Volunteer Experience
- ▶ Professional Organizations
- ▶ Computer Skills
- ▶ Professional Associations

## Optional Sections

- ▶ Objective
- ▶ Specials Skills and Abilities
- ▶ Reference Statement

# Characteristics of A Successful Resume



Focuses on skills. Uses action words to define the responsibilities of your job-related experience.



Easy to read and understand.



Visually powerful and free of gimmicks.



One page, or no more than two pages long.

- ▶ Language is grammatically correct.
- ▶ Spelling has been checked.
- ▶ Formal Style

# Characteristics Of A Successful Resume



- ▶ Must always be 100% truthful.
- ▶ Contains no inappropriate personal information.
- ▶ Produced on a computer.
- ▶ Data presented in chronological order (unless functional).

# Scannable Resume



- ▶ Watch bullet points (don't always scan).
- ▶ How about a dash - ?
- ▶ Use labels or keywords.
- ▶ Less is more.
- ▶ Keep the design simple.
- ▶ Minimize use of abbreviations.



# Basic Checklist



- ▶ No spelling or grammar errors.
- ▶ Bullet points, when possible, for accomplishments.
- ▶ Neat, clean, and professional looking.
- ▶ Quantify your results whenever you can.
- ▶ Length should be 1-2 pages.
- ▶ Format - chronological

- ▶ Margins at sides and bottom.
- ▶ Important titles should be emphasized. Experiment with fonts & styles; **bold**, *italic*, and underlines. No more than 2 or 3 different sizes.
- ▶ Information is logically recorded.
- ▶ Use Action Verbs for accomplishments & results.
- ▶ Layout makes reading easy. Use of white space is effective.

# How To Write A Cover Letter – Rules/Contents



- ▶ Give enough information to interest the reader, don't overwhelm.
- ▶ Research the company. Address the letter to a specific person.
- ▶ Answer an ad if you have 50% of the skills or background that the ad requires.
- ▶ Mention the person who referred you if appropriate.

- ▶ Your address, city, state, zip, and telephone number.
- ▶ Date
- ▶ Name, title, company, address, city, state, and zip of person you're writing to.
- ▶ Greeting, followed by a colon.

How long do you think an employer looks at each resume?



The average employer looks at a resume between **10-15 seconds**.

This is the time they decide to either **KEEP IT** or **TOSS IT**.



# DOES YOUR RESUME PASS THE TEST?



## Resume- hidden messages

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

**Resume**

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

**You**

# DOES YOUR RESUME PASS THE TEST?



## Resume Dos

- ❑ Use action verbs
- ❑ Use short, concise sentences
- ❑ Use #, %, \$ amounts
- ❑ Keep resume easy to read
- ❑ Keep resume about one no more than two pages

## 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.

# Use Strong Action Verbs



**Accomplished, achieved, adapted, addressed, administered, assembled, assessed, assured**

**Briefed, broadened, budgeted, built**

**Calculated, chaired, communicated, compiled, completed, composed, coordinated, corrected**

**Decreased, defined, delivered, demonstrated, discovered,**

**Edited, effected, elicited, examined, exceeded, executed, expanded, expedited, explained,  
explored,**

**Filed, filled, financed, flagged, focused, forecast, formulated, found, founded**

**Gathered, generated, granted, guided**

**Halved, handled, headed, helped, hired**

**Identified, implemented, improved, increased, indexed, insured, introduced**

**Launched, learned, leased, lectured, led, licensed, lobbied**

**Maintained, managed, manufactured, measured, met, modified, monitored, motivated**

**Named, navigated, negotiated**

# Use Strong Action Verbs cont'd.



**Obtained, operated, ordered, organized, oversaw**

**Participated, performed, planned, presented, processed, produced, proficient, proposed, provided**

**Qualified, quantified, questioned**

**Recommended, reconciled, recorded, replied, reported, researched, responded, reviewed, revised**

**Scheduled, served, solved, streamlined, strengthened, studied, submitted, summarized**

**Taught,, tested, tracked, traded, trained, transcribed, transformed**

**Uncovered, understood, unified, updated, upgraded, utilized**

**Vended, verbalized, verified, visited**

**Waged, weighed, widened, won, worked, wrote**

# How To Write A Cover Letter – Contents 1



## ☐ Paragraph 1:

- ☐ What you want.
- ☐ How you know about the organization.
- ☐ Mention enclosure of your resume.

## ☐ Paragraph 2:

- ☐ Concise overview of work history and skills
- ☐ that will help you perform the job.

## ☐ Paragraph 3:

- ☐ State confidence in your ability.
- ☐ Give information on how you can be contacted.

## ☐ Paragraph 4:

- ☐ Express appreciation
- ☐ Closing, signature, and typed name



# 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

# Questions & Answers Contact Information



Cassandra Anderson | Student Services Support Manager  
Center for Programs in Allied Health (CPiAH)  
Light Hall Building, Suite 312  
O: 615.343.4870