

# Your Resume

It's all about YOU!!



A Self Portrait of Who You Are

# What A Resume Says:

- Who you are
- What position you want
- What kind of skills and qualifications you have
- What kind of work experience you have
- What you can offer the company
- It says "Give me an interview"

Employers will  
Take less than  
A minute to look  
at your resume



# 3 Types of Resumes

- Chronological Resume
- Functional Resume
- Combination Resume

# **Chronological Resume**

- Most common resume style
- Demonstrates a consistent employment record
- Showcases your work experience
- Shows upward mobility in your employment history

# **Functional Resume**

- Focuses on past job responsibilities
- Highlights your skills while employment dates are less prominent
- Showcases your skills and capabilities
- Great for recent graduates



# **Combination Resume**

- Create a customized resume specifically for an employer
- Combines elements of the chronological and functional formats
- Use this format if you know the exact requirements and skills that the job requires

# **Scannable Resume**

A resume viewed by a computer using document imaging technology.

- Keep your resume plain
- Be sure to use Keywords
- Avoid using italics, underline, graphics, etc.
- Use standard fonts like Times New Roman & Ariel
- Use bullets or dashes to emphasize phrases instead of an asterisk or plus sign

# Parts Of A Resume



## The Heading

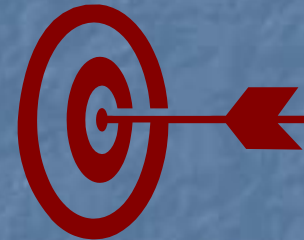
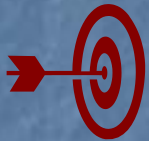


- Your name, address, phone number and e-mail should be listed on the top of your resume.
  - Be sure to use a professional sounding e-mail address. For example, jsmith@hotmail.com
  - Be sure your voice mail is clear and easy to understand. Avoid funny or musical introductions. Employers don't have time to listen to a long voice mail.



# Parts Of A Resume

## The Objective



- Tell the employer what you want. “Target” the resume to the position you are seeking.
  - An employer wants to know what you can do for them, not what they can do for you!

Seeking a position that will work around my schedule while allowing me to accomplish personal goals and broaden my experience.

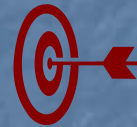
Seeking a position that will utilize my abilities with the possibility for advancement.

Licensed RN seeking a professional position that will utilize 10+ years of experience within the health industry.

# Parts Of A Resume



## Headline/Branding Statement



- Can be used instead of an Objective
- Explains your unique value
- Captures your career identity
- Sharpens the focus of your resume

Your Name  
Contact Info  
Registered Nurse

*Dedicated nursing professional committed to excellence in patient care...*

Your Name  
Contact Info

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Dedicated \* Professional \* Caring

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# Parts Of A Resume

## Summary of Qualifications

- Outline your skills and entice the employer to continue reading the rest of your resume.
  - You may either use an Objective or a Summary of Qualifications
  - Use a 4-5 line paragraph form or a 3-5 bullet listing
  - Don't repeat the same items within your work experience.
  - You may also list accomplishments such as "Registered Nurse of the Year"

# Parts Of A Resume



## Experience



- List job experience in reverse chronological order
  - It's not necessary to list experience from 10 years ago – unless you feel it applies to the position you are seeking!



# Parts Of A Resume

## Experience Con't



- List 3-4 bullet points of job duties and accomplishments
- Be sure to use different action verbs and



A word that describes the duties of the job.

Seeking individual who is a Licensed RN in Florida. IV skills/infusion/transfusion required. Bilingual in Spanish a plus!



# Parts Of A Resume



## Experience Con't

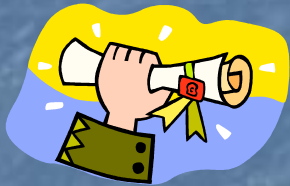


- Do include internships & volunteering as experience!
- List your job information in order of importance

Intermediate Computer Skills

3 yrs of IV Skills

# Parts Of A Resume



## Education



- List in reverse chronological order
- Do not include high school information
  - It's not necessary since you have college experience
  - If including, you may add significant coursework, clubs, etc. but only if it applies to the position you are seeking

Hillsborough Community College  
Associate in Science in Nursing

Tampa, FL  
2011-2013

# Parts Of A Resume



## Skills



- List skills that will apply to the position you are seeking.
  - Health Specialty Skills
  - Leadership Skills
  - Computer Skills
  - Communication Skills
  - Management Skills

# Parts Of A Resume



## Volunteering/ Internships



- Doesn't matter if you were not paid, it's still experience!!
- Helps fill in gaps within your employment history
- Emphasize skills learned that are relevant to the position
- List it under Experience or separately

# Parts Of A Resume



## Foreign Language



- List any foreign language that you speak and be sure to put level of competency.
  - Basic Knowledge, Proficient, Fluent



# Parts Of A Resume

## Other Headings

- Honors
- Certificates & Licenses
- Professional Memberships

# Do's For A Resume

- Do target resume to employer/position
- Do be descriptive, begin sentences with action verbs
  - "Coordinated", "Organized", "Managed"
- Do demonstrate your accomplishments
  - "Increased sales by 10%"

# Do's For A Resume

- Do research the company you're interested in
- Do update your resume
- Do proofread for typos and grammar

"Faxed documents to attorneys over seas"

"I prefer a fast-paste work environment."

"Gainful employment witch best utilizes my abilities..."

# Don'ts For A Resume

- Don't use personal pronouns like "I", "Me"
- Don't use personal information like date of birth, marital status, or religion
- Don't use the same action verbs
- Don't use more than 4 bullet points
- Don't lie or exaggerate

# Resume Appearance

- Double space between sections and single space within sections
- Bold, underline or capitalize section heading so they stand out
- Use bullets at the beginning of a list
- Proofread for spelling and grammar





# Resume Appearance

- Print on quality white or ivory paper
- Limit your resume to 1-2 pages
- Keep sentences brief, under 12 words
- Don't list personal references. Leave off "References Available Upon Request"



# Resume Appearance

- Use standard 8.5" by 11" paper
- Use a font size of 10-12 & a clear easy to read font such as Arial, Times New Roman, or Garamond
- Avoid artwork or photos
- Don't use abbreviations or acronyms



# Resume Software



## WinWay



- Worry free formatting
- Resume Auditor - find errors quickly and easily
- Over 125 professionally designed layouts
- Sample resumes of many professions
- Export your resume into a Microsoft Word document

# College Central Network



Search for jobs!  
Part-time and Full-time  
positions

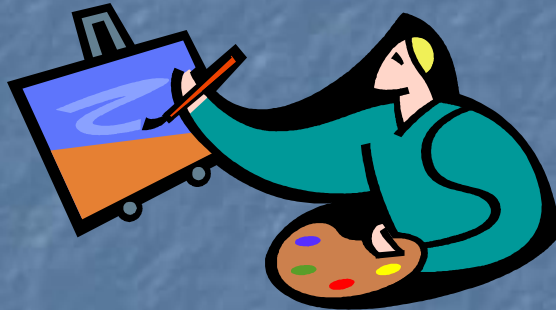
The Career Resource Center or  
Employers will post job  
opportunities available to you.  
Start your search TODAY!

Post your resume for FREE!

Once approved by the Career Resource Center, you can  
post your resume for employers to review.

# Update Your Resume

- Just like your portrait, your resume will change too!



- Always keep your resume current by updating Experience, Skills, Education, etc.



# **The Career Resource Center**

