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Transform Your Resume
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12 January 2022

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Presented by

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Bellevue College Center for Career Connections/RISE

Myths About Resumes

Myth #1:

- An employer will read my entire resume.

Reality:

- The average employer spends 6-10 seconds to scan a resume for key words and experience.

Put yourself in the employer's shoes.

Myths About Resumes

Myth #2:

- I only need one resume for any job to which I apply.

Reality:

- You should create a different resume for each job opportunity, targeting each opportunity's requirements/qualifications.

Resumes

- Your resume is your most important job/internship-search tool.

- The purpose of the resume is to get you the interview by providing a snapshot of who you are as a professional.

- There is no "right" or "wrong" way to write a resume, but there are general or guidelines to follow.

Quick Resume Tips

- Note your contact information.

- Use a work-appropriate email address.

- Emphasize skills, experience, and education specific to the particular job/internship for which you are applying: TARGET your resume!

- Use the same keywords and concepts that appear in the job/internship announcement.
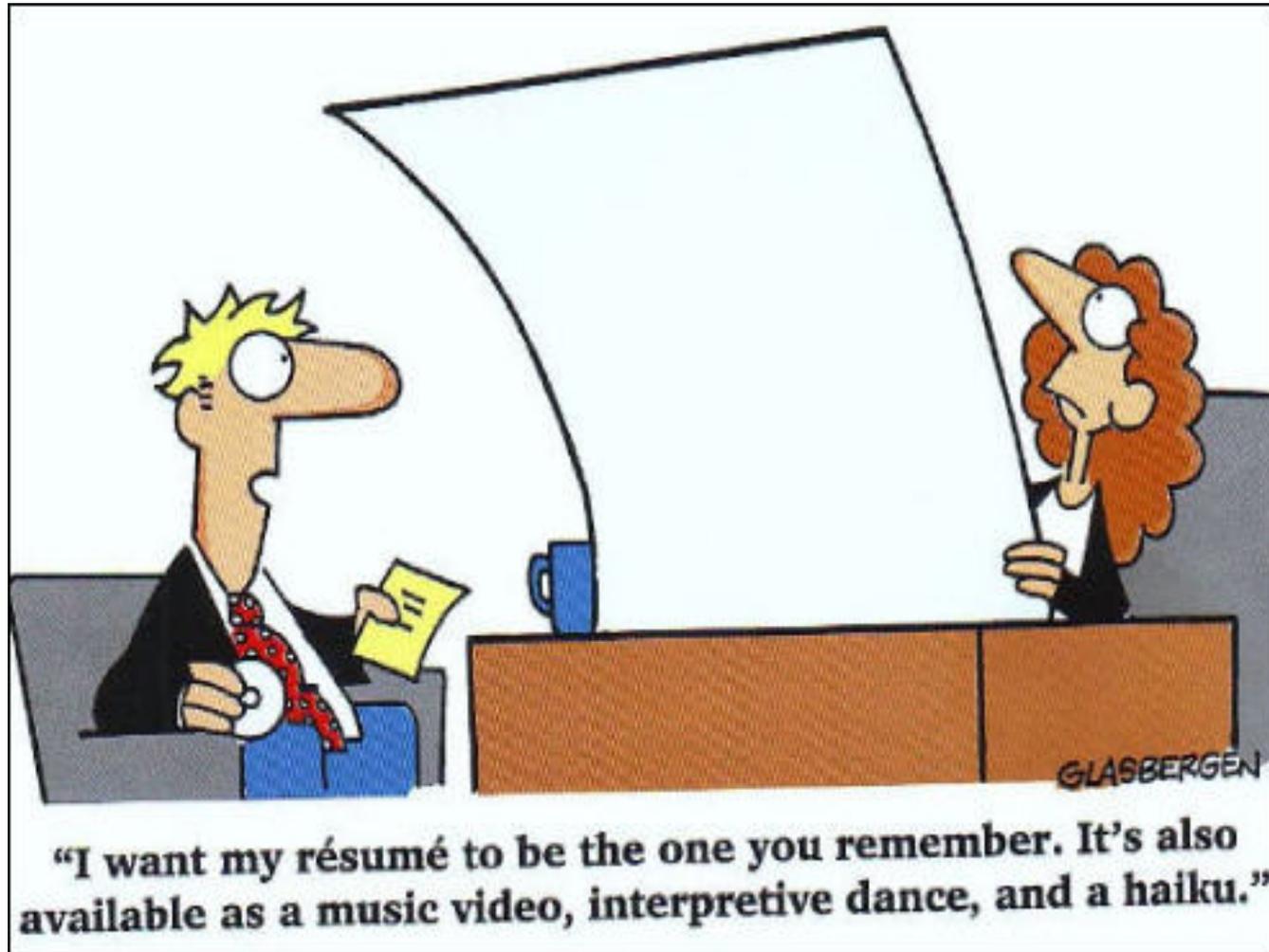
Quick Resume Tips

- Technology is increasingly important in all fields, so list the computer software you know how to use.

- Use clear, concise language. Eliminate unnecessary words and personal pronouns.

- Jobs and other activities that you are still doing should be discussed in the present tense. Anything that happened in the past should be in the past tense.

Quick Resume Tips

- Check your grammar, spelling and punctuation. Proofread your resume and ask someone else to proofread it for you.

- Do NOT just enter your information into a template.

- Do NOT use frilly fonts, colored paper, photos, etc., and do not include personal information. If you include information about hobbies/activities, make sure these are relevant to the position and explain the relevance (teamwork, leadership skills, etc.).

Five Rules for a Good Resume

"I want my résumé to be the one you remember. It's also available as a music video, interpretive dance, and a haiku."

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Rule #1:
Attractive and Well Organized

- Font size of at least 10pt or more; 11-12 is ideal
- Margins of at least .5" top/bottom, .7" left/right
- Bullets instead of block paragraphs
- One page is ideal, but two pages acceptable if you have the appropriate experience (senior executive or over 10 years' experience)
- Sections are identifiable from afar
- No flashy colors, although an occasional accent is acceptable
- Use highlighting techniques (**BOLD**, *Italics*, <u>Underline</u>, ALL CAPS, but no more than two techniques at a time)
- No photos/graphics, unless it is appropriate to the field (graphic designers)
- No Microsoft Word templates or templates in general

Rule #2: Error Free

- Do NOT trust grammar and spellcheck; these are not fool-proof

- Have at least three people proofread your document

- Punctuate your bullets consistently

- Strive for consistency throughout (text justified, aligned left/right, indented, etc.)

- Note hyphen consistency

- Avoid pronouns

- Check verb tenses for consistency (past, present)

Rule #3: Best Practices

- Avoid "Objective" statements – these are outdated
- Use a "Headline" or "Summary" statement at the top; Position title like "Financial Analyst" for example
- Modify headlines depending on the jobs
- Call out industry specialization if appropriate
- TARGET your resume and customize as necessary or appropriate

Rule #4: Key Words

- Study job postings and ads for keyword clues
- Include a list of 6-10 key qualifications at the top of the resume and customize as necessary (based on the posting you are targeting)
- Avoid clichés like results-oriented, dynamic, team player, etc. (unless you provide context)
- Do not make assumptions; computer scanners and HR screeners will not be able to read between the lines
- Remember, the jargon utilized (relevant to the field) will go a long way toward showing the employer the applicant is qualified

Underline keywords and match them with summary of qualifications

Qualifications

Required:

- 1+ years of prior internship and / or work experience in a business operations or similar role → Internship & Work experience relevant to the position
- S. Diploma or equivalent
- Proficiency with Microsoft Office, particularly Excel → Computer proficiency
- Detail oriented with strong math and analytical skills
- Ability to prioritize, plan, and track programs
- Demonstrated ability to ramp quickly on new platforms → Soft skills/ Transferrable skills
- Solid written communication skills
- Ability to work collaboratively with stakeholders and subject matter experts

Preferred

- AA or B.A. → Education
- Ability to lead without authority

Position : Business Association, Microsoft

Rule #5: Detailed Accomplishments

- Demonstrate to the employer not just that a job was done but that a Good or GREAT job was done!

- Accomplishments are key elements that separate one resume from others

- Include numbers, if possible, as well as other facts, figures, and details that stand out

- Emphasize achievements and contributions most relevant to the target job

- Use action words, transferrable skills, tasks and outcomes.

- Any honors, awards or certifications to add?

Basic Resume Structure

- Personal information
- Profile or Summary
- Specialized skills/Qualifications
- Significant work experience (paid or unpaid)
- Professional achievements and key accomplishments (can be included in experience)
- Education/Training
- Professional memberships and organizational affiliations
  Note: Remember that the order can be switched depending on the situation.

Objective Statements VS. Profile Statements

- An objective says, "This is what I want."
- A profile says, "This is what I have to offer you."
    - A profile/summary statement would detail three to five key strengths, experiences and interests that one has to offer the employer
    - It answers the question, "What can this candidate do for the employer?"
    - A profile has many names including but not limited to the following:
        - Profile
        - Summary
        - Qualifications
        - Strengths
        - Skills
        - Highlights

Objective VS. Profile Summary Comparison

- Job Objective: Desire technical editing position with supervisory responsibilities in an engineering firm.

- Profile: Highly skilled technical writer with three years' publishing experience. Knowledgeable in current web design technology. Experienced communicator with ability to lead.

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Judgment Call on Anything Else

- Share outside interests?

- Explain gaps in career?

- Trim out earliest jobs?

- List months on work dates?

- List volunteer experience?

- Use a functional resume style?

- Citizenship status?

Chronological, Functional and Combination Resumes

- Chronological resume lists job experience in reverse chronological order (most recent first)

- Functional resume focuses on skills, expertise, and accomplishments
  - Most useful if little to no work experience
  - Ideal for just out of school or career change

- Combination resume uses aspects of the above-mentioned resumes
  - Starts functional by providing qualifications, skills, expertise, etc.
  - Provides chronological list of RELEVANT work experience

Sarah Sample

Cell: (206) 596-5984 | jsample@email.com

Summary of Qualifications

- Four years of office administration experience, including two years of supervising
- Graduate of Bellevue College with an Accounting Transfer Degree
- Proficient in PeachTree, QuickBooks, Excel, Access, Word, Outlook, PowerPoint, and Publisher
- Exceptional communication and organization skills; highly-motivated with a can-do attitude

Education

Accounting Transfer Degree   Spring 2016

Bellevue College, Bellevue, WA

- Coursework includes: Business Payroll Tax Accounting, Accounts Receivable, Small Business Computerized Accounting, and Federal Income Taxes
- 3.8 GPA and member of Phi Beta Kappa Honor Society

Technical Skills

- Proficient in Microsoft office applications

Professional Experience

Lead Receptionist   2012 - Present

Media Link, Bellevue, WA

- Provide reception services and research assistance for a market research company
- Establish excellent rapport with clients by providing high quality, responsive customer service
- Recognized by employer and co-workers as highly-reliable, well-organized and a team player
- Selected Employee-of-the-Month twice; promoted three times in four years

Customer Service Representative, Issue Resolution Department   2011 - 2012

Excalibur Communications, Bothell, WA

- Solved customer problems in an effective and timely way
- Increased departmental profits by 10% and created training manuals for new employees

Volunteer Experience

Math Tutor   Summer 2011

Snohomish Public Library, Snohomish, WA

- Volunteer position assisting K-12 students with math homework and study skills
- Created a self-study guide for 8th grade Algebra students

Additional Skills

- Bilingual in English and Spanish

Customize according to job qualifications. Use keywords
- Related work/internship experience
- Training
- Computer proficiency
- Highlight your strengths & soft skills

Include classes taken relevant to the position

List skills in languages, databases, platforms, social media, software

Use keywords to write job description of previous experience. Highlight key accomplishments

Other sections to include
1) Awards & Achievements
2) Language Skills
3) Project Experience
4) Leadership Experience

Name

Email address   LinkedIn Profile Address if you have one
Phone Number

PROFESSIONAL SUMMARY STATEMENT
1) Functional Title & Level that you are seeking
2) Specific Areas of Functional Expertise
3) Strengths, Experience & Personal Attributes
4) Impact/Contribution towards organizations

TECHNICAL SKILLS
(Optional - only if targeting a technical position)
Languages: (categories may vary)
Platforms:
Applications:
Databases:
Tools:
Additional:

STUDENTS/INTERNSHIP CANDIDATES: PLEASE LIST YOUR EDUCATIONAL
EXPERIENCE PRIOR TO YOUR WORK EXPERIENCE

PROFESSIONAL EXPERIENCE
(Start with most recent job first)
COMPANY NAME, Any town, Anywhere   year - year
Job Title year - year
Job Scope (optional - indicates overall dimensions/responsibilities of position)
- List specific accomplishments that support key descriptors in Summary.
- (Express accomplishments in terms of ACTIONS & RESULTS) (Guideline: at least 1 per year in position)

Job Title   year - year
Job Scope (optional - indicates overall dimensions/responsibilities of position)
- List specific accomplishments that support key descriptors in Summary.
- (Express accomplishments in terms of ACTIONS & RESULTS) (Guideline: at least 1 per year in position)

EDUCATION
(Begin with highest level of achievement first)
Degree, Major, Institution, Any town, Anywhere

PROFESSIONAL DEVELOPMENT
(Supporting target position)
Type of Certification/Training/License (year- optional)

PROFESSIONAL ASSOCIATIONS
(Supporting target position) Title, Organization, Name, years

Resume
Template
with
Details

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[Register here for upcoming events](#)
from the Center for Career Connections

- [Practice Interview](#)

  20 Jan, Wed, 12.00pm-1.00pm

- [Preparing for virtual job fair](#)

  26 Jan, Wed, 1.00pm-2.00pm

- [LinkedIn Workshop](#)

  27 Jan, Thurs, 2.30pm-3.30pm

- [Virtual Internship Fair 2022](#)

  28 Jan,Fri 11.30am-1.30pm

- CPT & Internships [(refer CCC webpage for zoom link)](#)

  25 Jan Tues 12.30pm-1.30pm

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Questions?

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Need career or internship advice?

1. [Click to make an appointment](#) with a career specialist

2. Email : careers@bellevuecollege.edu
   internships@bellevuecollege.edu

The Center for Career Connections, U Building, Student Central

Create an effective resume that will get you noticed!

"It says here that you were Executive in Charge of the distribution of elongated potato products for a national company with millions of clients. Let me guess-- your were on fries at Burger Hut."