

Resume Building

FUTURE PLANNING



PACIFIC NW
FEDERAL CREDIT UNION

Questions?
pnwfcu.org | kristinm@pnwfcu.org

Resume Building

Learning Goal: You will create, format, and distribute a complete resume that accurately represents your skills, experience, and educational background.

Q. What is a resume?

A. A resume is a document that summarizes your skills, experience, and educational background. Employers look at resumes to find qualified employees.

Q. Who needs a resume?

A. EVERYBODY who wants a job needs a resume!

Q. Why is a resume important?

A. A resume is like an “advertisement” that sells you to an employer. It is almost always the first step to getting an interview.

Q. How have resumes changed with technology?

A. Today, resumes must be created with word processing software. Many employers now only accept resumes submitted through e-mail or the web.

Q. What makes a “good” resume?

A. A good resume should tell YOUR story. It should demonstrate professional growth and development. A good resume needs to be thorough yet concise. Why concise? See the next question:

Q. How long does an employer typically look at a resume?

A. Less than 1 minute! You must make a good first impression. Even the tiniest mistake can mean the difference between an interview or not!

As we work our way through this lesson, if you have a resume, please bring it!

Parts of a Resume

A resume usually has these 5 Sections though it can differ depending on the job field:

1. Contact Information
2. Resume Introduction: Professional Summary/Objective/Career Profile
3. Employment History/Professional Experience
4. Educational Background
5. Other Skills, Non-Work Experience, and References

Section 1: Contact Information

Things to consider:

- Name should be written in a large bold font
- Use an appropriate personal email address. For example, if your email address is hoopdreams@aol.com or flirtyandfun@gmail.com, it might be time to start a new email account that reflects your name.

Section 2: Resume Introduction

Your resume introduction is a quick three-to-four sentence summarization to the hiring manager that details your experience, relevant skills, and other key qualifications.

You can best think of your resume introduction as an elevator pitch. **It's the first resume section the hiring manager will see and should grab their attention immediately.**

A resume summary is nearly always a good choice for job seekers, particularly those with previous work experience and notable career achievements.

When writing a resume summary, focus on detailing your most job-relevant career experience, skills, and accomplishments. Essentially, it should serve as the highlight reel of your career for the hiring manager to quickly review and ensure that your qualifications match the job requirements.

Here's an example of a resume summary for an electrician:

Skilled journeyman electrician with more than 6 years of experience installing, repairing, and maintaining low-voltage electrical systems. Have personally worked on and repaired 500+ houses during my tenure. Skilled in interpreting blueprints and schematics, and possess a Journeyman Electrician License issued in California.

Here's a resume objective example for a recent college graduate:

Recent graduate with a B.S. in Marketing and a 3.9 GPA. Gained more than a year of experience in web-based advertising, data analysis, and customer relations while interning for a local marketing firm. Outspoken personality with excellent customer service skills. Looking to leverage my academic background and expertise to fill the marketing role at ABC company.

Section 3: Professional Experience

This is where you list all prior employment history.

Work experience is one of the most essential parts of a resume, and for most candidates will make up the bulk of their resume's content.

When listing work experience, include the following information for each entry:

- Employer or company name
- Location (city and state)
- Employment date
- Three to five bullet points describing your responsibilities and accomplishments

Additionally, for each work experience bullet point, begin by using an action verb, and use hard numbers when detailing your accomplishments. Action verbs help make your experience sound more impressive and interesting to read to hiring managers, while using hard numbers and statistics gives them a clear picture of how you contributed on the job at your previous employer.

What is an action verb? Action verbs convey doing—for example, “She walked to the door,” or “The dog chased the ball.” On your resume, action verbs show readers you accomplished something at your past jobs, you weren't just “responsible for” it. Instead, you “streamlined” or “coordinated” or “executed” it.

Attached is a list of great Action verbs.

Section 4: Educational Background

List all relevant education in this section along with any achievements you earned while earning the specific diploma or degree.

For each school include:

- The name of the school you attended
- Degrees you completed (or expected completion date)
- Any honors or achievements you earned.
- If you are a recent graduate, you may include your high school education information.

Example:

Oregon State University
Bachelor of Arts in English
Summa cum laude

Section 5: Other Skills, Non-Work Experience, and References

In this section you can show off any other relevant information. Have you volunteered? Did you help develop something special? Were you the leader of a team? Speak a second language? Great with computers? Add all information here that shows any additional skills that are relevant.

Name _____ Date _____

JOB DESCRIPTION AND CONNECTIONS TO YOURSELF

Your resume should reflect the job description itself. Take a moment to look at a job description for a potential future place of employment and answer the following questions.

1. What is the job title you are researching?
2. What are some specific words/duties/skills you are finding in the description?
3. What are your current/past volunteer or job experience roles/duties/skills?
4. Are there any similarities with your current/past experiences and your job description you are researching? If so, what are the similarities?
5. Choose some action words from the Action Verb list that could apply to the work you have done and apply to the job you are researching.
6. Write a resume summary. This will be your summary or if expanded, the beginning of your cover letter.

Resume Builder Things to Remember

1. **Don't put your address or location.** No one is sending you mail. One thing it can potentially be used for is to see if the employer will need to relocate you. If you are applying for roles out of state, don't put your address.
2. **Unless you have a unique objective statement, don't include one.** We know your objective is to get an internship/job. That's why you are applying.
3. **Unless your GPA is 3.6 or better, don't include it.** The only thing it does is discount you and lower your chance of being selected of the higher GPA candidates.
4. **Your resume should be saved in PDF format.** If you submit in word format, it will likely not come through the way you intended and be hard to read.
5. **Focus on what you have accomplished, and things you can quantify rather than your job responsibilities.** If you worked in retail give a specific account of what you accomplished. Example: Assisted 80+ customers per day, commended by management for excellent service. (Rather than "assisted customers")
6. **Include your graduation date.** If you have not graduated don't make the hiring team guess when that might be. For work, if you still hold the position it is fine to put "2020-Present." For schooling always put the expected graduation date so they do not have to guess.
7. **Save your resume as your first and last name, not resume.** When it is saved on your computer, it is the only resume. When it is saved on your potential employers, it is with all the other resumes so make yours easy to find.
8. **Tailor your resume to the job you are applying for and change key words to match the words you see appear in the job description.** For jobs that receive a high number of resumes (Sometimes 100's or more), Artificial Intelligence (AI) is often used to find key words in resumes. Having the key words from your specific job description gives you a better chance of having your resume moved to the top of the pile.

In addition, resumes should always be under a page unless you have 10 or more years of **relevant** experience.

Remember, a resume is your vehicle to get an INTERVIEW, not a job. Think about what you should include to get your potential employer interested enough to invite you in.

Sample Resume Outline

Using bullet points, list things you have accomplished in each section. When we turn this into our real resume, we'll take away the bullet points and add action verbs.

First Name, Last Name

Home phone:

Cell phone:

E-mail

Education

Work Experience

Achievements

Volunteer Experience

Interests / Activities

Additional Skills (Computer? Language? Leadership? Add anything you are skilled at that is relevant to the position)

Pro tip: Fillable resumes, like the one below, are available in Microsoft Word. Once in a fillable resume it is recommended to make it your own – change fonts, add sections, make it look like a new document while benefiting from their format.

FIRST NAME LAST NAME

Address · Phone

[Email](#) · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR

DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR

DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

List of Action Verbs for Resumes and Professional Profiles

Management/ Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated

Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Streamlined
Strengthened
Supervised
Terminated

Communication/ People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Developed

Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke

Suggested
Summarized
Synthesized
Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Technical Skills

Adapted
Assembled

Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Teaching Skills

Adapted
Advised
Clarify
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged

Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Set Goals
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Financial/Data Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Programmed
Projected

Reconciled
Reduced
Researched
Retrieved
Creative Skills
Acted
Adapted
Began
Combined
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Helping Skills

Adapted
Advocated

Aided
Answered
Arranged
Assessed
Cared For
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarize
Furthered
Guided
Helped
Insured
Intervened
Motivated
Provided
Referred
Rehabilitated
Presented
Resolved
Simplified
Supplied
Supported
Volunteered

Organizational/Detail Skills

Approved
Arranged
Cataloged
Categorized
Charted
Classified

Coded	Exceeded
Collected	Improved
Complied	Pioneered
Corresponded	Reduced
Distributed	Resolved
Executed	Restored
Filed	Spearheaded
Generated	Succeeded
Implemented	Surpassed
Incorporated	Transformed
Inspected	Won
Logged	
Maintained	
Monitored	
Obtained	
Operated	
Ordered	
Organized	
Prepared	
Processed	
Provided	
Purchased	
Recorded	
Registered	
Reserved	
Responded	
Reviewed	
Routed	
Scheduled	
Screeded	
Set up	
Submitted	
Supplied	
Standardized	
Systematized	
Updated	
Validated	
Verified	

**More Verbs for
Accomplishments**

Achieved
Completed
Expanded

Contact Information

Greeting

Why are you writing, what position do you want?

Why should they hire you? Skills, Qualities, Experience. You will likely include your resume with your cover letter, so tell the reader something your resume does not.

Conclusion

Salutation

Printed Name, Signature underneath