

RESUME WORKSHOP

Career Services

Pitt Community College

252-493-7565

careerservices@email.pittcc.edu

Human Resource professionals typically spend between 15 seconds and 2 minutes initially looking at a resume



So What Does That Mean for You?

- Your resume is your chance to market yourself
 - ▣ Your skills & experience are the product
 - ▣ Potential employers are the customers
- Be concise and clear in format and content
- Include only relevant information
- Show what you would bring to the organization, what makes you unique?

What a Strong Resume Can Do For You

- ❑ An interview
- ❑ Command a presence
- ❑ Demand a higher salary
- ❑ Increase interest in you
- ❑ Highlight all your experience which makes you the best candidate



Main Subject Headings in a Resume

- Objective/Summary of Qualifications Section
- Education
- Experience
- Skills (computer, language, technical)

Other Appropriate Subject Headings

- Leadership
- Honors/Awards
- Related Courses
- Related Projects
- Activities
- Volunteerism
- Internships
- Community Service
- Professional Development

Organization of Resume

- Information listed first is most likely to be scanned, make sure it is the most important
- Reverse chronological order (most recent first)
- Use bullet points for detail
- Keep format simple and consistent

What to Avoid

- Templates
- Keep away from phrases such as “Responsibilities/duties included...”
- Avoid the statement “references available upon request”

Personal Information Heading

- Name, address
- Phone, e-mail – keep professional

Example: **Amy Fraser**

123 Pitt Street

Greenville, NC 27858

(555) 555-5656

afraser@email.pittcc.edu

Objective Statement

- To identify areas of interest, position, program, and/or field

Examples:

To obtain a full time position with Marketing Mania.

To secure an internship in graphic design where I can utilize my attention to detail, communication, and teamwork skills.

Seeking a position as a Customer Service Representative.

Education

- Full name of school with location
- Full name of degree
- Expected graduation date
- GPA if above 3.0



Example:

Pitt Community College (PCC), Winterville, NC

Associate of Applied Science, **Business Administration**, May 2010

GPA 3.25

Prove It: Those Tricky Bullets...

- #1: Brainstorm!!
 - ▣ Focus on accomplishments, contributions, promotions, leadership, awards, praise, etc

- #2: Provide Evidence!
 - ▣ Show them how good you are through the use of numbers, percentages, dollars
 - ▣ Use action and descriptive words
 - ▣ Tailor your resume to each specific organization you apply to

SAMPLE BULLET POINTS

BEFORE

1. Strong communication skills
2. Resolved customer complaints
3. Presented report to class

SAMPLE BULLET POINTS

AFTER

1. Collaborated with vendors through the use of strong interpersonal communication skills to select products saving company 10% off previous year expense
2. Honored as employee of the month for interactions with clients that maintained high standards of service
3. Created written report of project outcomes and led 20 minute presentation to classmates, faculty, and organization leaders

Transferable Skills Employers Want

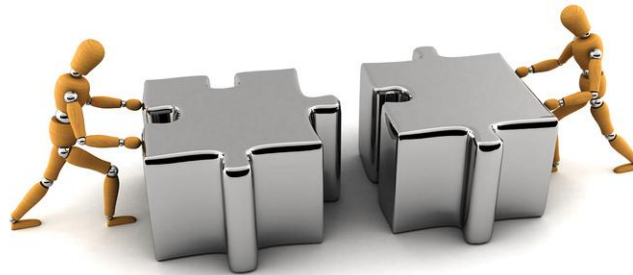
- Speaking
- Interpersonal
- Analytical
- Teamwork
- Flexibility
- Leadership
- Writing
- Computer

How to Develop Skills

- Volunteering/community service
- Coursework
- PT on or off campus work
- Internships
- Student organizations

Once transferable skills are developed:

Transferable skill + Technical skill = bullet



Experience

- Name of school/company/organization
- City and state
- Position/Title
- Dates
 - ▣ Add bullets underneath to highlight skills

Sample:

PCC Tutorial & Academic Success Center, Greenville, NC

Tutor, August 2007-Present

- ▣ Coached five students in Psychology while responding to various learning styles

Leadership & Activities

- Office held, name of organization, dates
 - ▣ Activities, number of people, achievements, etc.

Sample:

Vice President, Association of Advertising and Graphic Design, PCC, August 2009-present

- Recruited 10 new members within 2 months

Your Style

- Avoid personal pronouns: I, we, my
- Keep revisiting your objective.
 - Is this information relevant to the position I want?
- Keep margins between .8" – 1"
- Use CAPITALS, **Bold** and Underline to emphasize only the important features
- Font
 - Arial or Times New Roman
 - 11-12 point font

The Final Product

- Laser print if possible
- PROOFREAD
- Use resume quality paper, white or off-white
- Mailing – 8.5” x 11” envelope

QUESTIONS

