Slide 1: Resume Essentials: Crafting an Effective Resume

Slide 2: Objectives

- Identify the main components of a resume.
- Identify the process of transforming military experiences into civilian language.
- Develop a professional resume.

Slide 3: Purpose of a Resume

- Serves as a written summary
  - Academic background
  - Experiences
  - Skills
  - Achievements
- Introduction to who you are

Slide 4: Resume Review

- Recruiters review resumes quickly
  - A few minutes or less is typical
- Employers may use automatic resume scanning software
  - Saves time
  - Eliminates those resumes that are not deemed a good fit
- Use field-specific terms, keywords, and phrases
- Mirror wording of job descriptions and announcements

Slide 5: Resume Components

- No absolute rights or wrongs
- Recommended elements
  - Contact information
  - Education
  - Experience
- Optional elements
  - Interests and hobbies

Slide 6: Resume Objective

- Tells recruiters the following:
  - The type/level of job you want
  - Where you hope to get it
- Should be targeted and to the point
- Bad example
  - To obtain a challenging position in a top-notch company where I am able to use my skills and advance within the company
- Good example
  - To obtain a sales position within the pharmaceutical industry

Slide 7: Professional Summary vs. Objective

- Bad example
  - Excellent communication skills
  - Ability to get along with a wide range of people
  - Ability to solve problems and conflicts
  - Strong work ethic and very responsible
- Good example
  - Public Speaking Skills: Participated in two week-long communication seminars
  - Ten years of brand management experience
  - Strong Computer Skills: Proficient in C++ programming language and web-page design
  - National certification in conflict resolution

Slide 8: Education

- Place the Education section immediately after Objective section
- Highly recommended items:
  - Schools/colleges and locations
  - Degrees, licenses, certifications
  - Majors, minors, specializations
- Relevant training programs/courses

Slide 9: Experience

- For each experience include up to six parts:
  1. Organization name
  2. Organization location (city and state)
  3. Position title
  4. Start and end dates
  5. Responsibilities
  6. Accomplishments
- Avoid stating the obvious
- Highlight responsibilities and results that are most relevant to what you are pursuing
- There are several different types of experiences:
  - Internships/co-ops/apprenticeships
  - Work
  - Volunteer/community service
  - Leadership
  - Extracurricular activities
  - Academic (projects/experiments/research)

Slide 10: Civilianizing Job Titles and Duties

- Job Title Examples:
  - Squad Leader: Team Leader, Team Chief
  - Platoon Sergeant: Supervisor, Instructor, Trainer
  - Infantry: Security Force, Lead Trainer
  - Warrant Officer: Technical Specialist, Department Manager
  - Executive Officer (XO): Deputy Director, Assistant Manager
- General Term Examples:
  - Battalion, Unit: organization, agency, department
  - Military Personnel Office: Human Resources
  - Military Occupational Specialty/Classification: career field, career specialty
  - Mission: task, function, objective, responsibility, job
  - Regulations: policy, guidelines, instructions

Slide 11: Civilianize Your Military Positions and Duties

Working individually, write down one military position you have held. Then, identify the top 3-5 duties or responsibilities you had while in that position. Next, try to civilianize your military title and your duties and responsibilities using civilian terms.

Slide 12: Accentuate Your Selling Points

- Effective resumes accentuate your selling points!
  - Selling points can be relevant experiences, skills, academic programs/courses, and/or personal qualities
  - Include general work traits and qualities that company recruiters seek in employees no matter what the job or industry

Slide 13: Selling Points Exercise

Please partner with the person next to you. Share with each other the type of job you are considering or planning to pursue. If you are not looking for a job but wish to update your resume, think about your current job and the skills you have used and gained in that role. Next, think about the types of skills and experiences that recruiters will be looking for from candidates who are applying for your chosen job. Then, explore, discuss, and identify your skills and experiences that are most relevant to the job you plan to pursue. For the third step, use Handout 2: Functional Skills: Knowing Your Strengths. From the NACE list of top skills and qualities employers seek (Adams, 2014) in Part III, choose the skills you possess. The goal is to create a solid list of 3-7 selling points that you will strategically highlight on your resume.

Slide 14: Resume Formats

- Chronological
- Functional
- Combination
- Combination-Internal

Slide 15: Tweak Your Resume

- Have more than one version of your resume
- Reorder items, relabel or change headings and subheadings, and reword some of your bulleted statements
- Be selective in choosing and highlighting field-specific headings and terms

Slide 16: Crafting Your Resume

Refer to Handout 1: Resume Format Recommendations to continue refining the resume you started in this class.

Slide 17: Get Your Resume Out There

- Applying online
  - Company websites
- Third party employment firms
- Professional online networking sites
  - LinkedIn
  - Field-specific sites

Slide 18: Summary of DOs

- Establish your selling points per job target
- Choose the format that will best accentuate your selling points
- Develop a Professional Summary/Objective that strategically aligns with the job description
- Tweak your resume to the job
- Have someone you trust proofread your resume
- Be descriptive and results-oriented
- Craft a resume that looks balanced and professional

Slide 19: Summary of DON'Ts

- Throw your content into a generic resume template or someone else's format
- Write an objective that is long and fluffy
- List your references on your resume
- Use generic *catchphrases* to describe your experiences
- Have one version of your resume when pursuing multiple types of jobs

Slide 20: Objectives

- Identify the main components of a resume.
- Identify the process of transforming military experiences into civilian language.
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Slide 21: Resume Essentials: Crafting an Effective Resume