
RESUME CREATION

**A QUICK GUIDE FOR STUDENTS AND COMMUNITY
MEMBERS GETTING STARTED**



REVIEW:
**WHAT IS THE
PURPOSE OF A
RESUME?**

- to show a potential employer your most relevant experience
- to highlight your unique skills
- to pique their interest enough to get an interview

Resume Building

REVIEW:
CHRONOLOGICAL VS.
SKILLS-BASED RESUMES

REVIEW:
CHRONOLOGICAL
VS. SKILLS-BASED
RESUMES

- Chronological is more common and what many employers are used to seeing.
- Shows progression and growth in your experience
- Allows employers to see, quickly, your most recent experience

REVIEW:
CHRONOLOGICAL
VS. SKILLS-BASED
RESUMES

- You can use a combination of **chronological with a well-thought-out skills section**
- If your position is more technical, you can put the skills section at the top and include both a **SKILLS** and **TECHNICAL SKILLS/COMPUTER SKILLS**.
- **SKILLS** = “soft”/professional skills like customer service (more TK)

COMPUTER/TECHNICAL SKILLS

- Include programs you are using regularly (if applicable) and include proficiency level
 - Trainee, Novice, Proficient, or Expert
- If you are writing reports, know their purpose and audience
- Referral tracking systems, social media sites (track responses from followers)
- Insurance verification websites, scheduling programs
- If your skills are an important component to the position, you can put this at the top of your resume under your education. Otherwise, place it at or near the bottom.

VALUABLE,
TRANSFERABLE,
“SOFT”/
PROFESSIONAL
SKILLS

- Customer service
- Leadership and supervisory skills
- Communication: active listening, speaking, written
- Social Perceptiveness/ Composure/ Self Control
- Attention to detail/ Problem Sensitivity
- Organization - time management
- Ability to work as a team/ independently
- Dependability
- Integrity
- Multi-tasking

REVIEW:
CHRONOLOGICAL
VS. SKILLS-BASED
RESUMES

- Can be helpful when you don't have a lot of work experience
- Beneficial when your work experience does not have direct correlation to the position but you have transferable skills that are
- Helpful when you are trying to change careers or you have gaps in your work history

REVIEW:
CHRONOLOGICAL
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RESUMES

Highlight experiences from all facets of your life which relate to your desired position:

- Projects, either personal, professional, or academic
- Volunteer positions
- Internships or fellowships
- Short-term/temporary assignments
- Clubs and any leadership positions you held in them

REVIEW:
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RESUMES

- List them all under the heading **Relevant Experience** or you can be specific to your major or the industry you are targeting, like **Medical Experience**.
- Have separate section titled **Work Experience** and include other less-relevant jobs there, if you have the space.

REVIEW:
CHRONOLOGICAL
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RESUMES

Be specific about your volunteer experience when listed.

- Take note of how many hours you completed
- Keep track of how many community members you served/ assisted and projects you completed and their impact
- Take note of what skills you developed over the course of your experience

Resume Building

MORE RESUME TIPS

RESUME AND APPLICATION TIPS

Thoroughly **REVIEW THE JOB DESCRIPTION** of the position you're applying to.

Review your resume, and see where your skills and experience **align with the job description**

- You'll highlight those skills and experiences **using key words from the job description verbatim, in some cases**
- Some resume scanning software (called ATS) will search for and count these key words moving forward only if you have enough of them!

RESUME AND APPLICATION TIPS: BE FAMILIAR WITH ATS

Application Tracking Software (ATS)

- This software is used in larger companies or institutions to batch scan resumes and searches for key words from the position/job description and counts them, as mentioned earlier
- Can get hung up where there are multiple columns so its safest to keep your resume in a pancake style, straight across in one column (see pamphlet) and avoid templates that often include columns
- If you're already using a template and you're not applying to a larger company/institution, you can continue with it
- Better to keep it simple with a Word, or Google document

RESUME AND APPLICATION TIPS: **RESEARCH MATTERS!**

Research the company or institutional department you're applying to

- Review their website, mission statements, visions, and latest news about them
- **Research key people** who might be interviewing you
 - Look on LinkedIn to see their professional history and even personal information where you might find a way to connect with them
 - Keep your interest and connection authentic and genuine and it will be appreciated

RESUME AND APPLICATION TIPS

Keep a master resume which includes all possible content you might want to draw from

- From that master, create resumes specific for each position or experience you are targeting
- You'll wind up with multiple/many copies but each one will be more effective

Resume Building

LET'S GET TO IT!

RESUME OVERVIEW: **KEY STEPS**

- 1. Define the purpose of your resume**
- 2. Reflect and document your experience**
- 3. Tailor your resume to your experience**
- 4. Format appropriately**
- 5. Review, review, and review again!**

KEY STEPS: DEFINE THE PURPOSE OF YOUR RESUME

- Are you applying to a job, attending a job fair, networking with a local professional? All of the above?
- If you have space (depending on what experiences you will include) include an **Objective** section at the top of your resume (see pamphlet)
- While optional, you can target the specific employer or position here
- Can also use this space for a **Summary** where you address a professional transition or summarize your qualifications (see pamphlet)

KEY STEPS: REFLECT AND DOCUMENT YOUR EXPERIENCE

- **Education Degree/Certifications** in progress and/or completed (use the official degree/certificate verbiage found on your **pathways** page and see pamphlet for formatting)
 - Put this at or near the top as this will be one of your biggest selling points at the beginning of your professional journey
 - List **Relevant Courses** as a subcategory under education, including those completed and those currently in progress (include Spring23 before listing them)
- Work Experience (paid employment), internships/volunteer positions
- Relevant class projects: research, presentations, reports, etc.
- Leadership & Involvement: clubs, groups, associations
- Technical Skills: computer, software, field-related, and language skills
- Awards, honors, and scholarships from any of above experiences
- Personal hobbies and interests that are relevant

KEY STEPS: REFLECT AND DOCUMENT YOUR EXPERIENCE

- Use strong action verbs to begin each bullet point (see pamphlet with page of suggestions)
- Depending on how much experience content you have, shoot for 3 to 5 bullet points for key positions and 2-3 for less relevant ones
- Focus on highlighting your skills and accomplishments in this section, along with your duties/responsibilities
- Finesse what you'll prioritize/include, building up the most relevant pieces and downsizing those which are less relevant

KEY STEPS: TAILOR YOUR RESUME TO THE POSITION

- Start with your master resume and decide which elements are relevant to the position or experience you're applying to
- If experiences are not directly related, highlight your transferable skills, especially if they are in the job description
 - Common transferable skills include customer service, attention to detail, working well on a team, presentation experience, and case work

EXAMPLE: ADDING **COLLEGE CORPS FELLOWSHIP** TO A RESUME

This example shows how a position (College Corps Fellow) could be listed on a resume

California College Corps Fellow / Cuesta College, San Luis Obispo, CA

August 2022 – June 2023

- Participated in CA College Corps Inaugural, Annual Fellowship, 1 of 24 at Cuesta College
- Received and provided regular feedback through 360-degree evaluations: self, site, and supervisor evaluation
- Completed 450 hours of community service while being a full-time student
- Monthly professional development training: time management, handling conflict, resume and cover letter prep
- Strengthened professional skills on the job, like Taking Direction/Accountability, Empathy, Organization, Resilience, Self-Awareness, Social/Diversity Awareness, and Communication
- Built a professional network to strengthen ability to find future employment and to continue learning from seasoned professionals
- Built relationships with fellowship cohort and community members while working toward a common, local purpose
- Strengthened ability to work in a group at the site, cohort, and state level

EXAMPLE: ADDING **BOYS & GIRLS CLUBD POSITION** TO A RESUME

This example shows how a position (Boys & Girls Club Assistant) could be listed on a resume

Boys & Girls Club Assistant, San Luis Obispo

September 2022- Present

- Planned and implemented after school activities for 45 elementary school students (1st through 5th grade).
- Trained 5 new volunteers, helping them develop a strong commitment to community service.
- Collaborated with multi-department team and organized two successful fundraising events, which raised over \$2,500 in total for Boys & Girls Club programming budget.

KEY STEPS: FORMAT APPROPRIATELY

- As previously mentioned, one column, straight across
 - This makes it easy for prospective employers to read quickly
 - If you are in a creative field like music, architecture, or art, a more creative layout is reasonable and likely expected
- 10-12 pt. easy-to-read font
- Keep it to one page if at all possible.
 - If you have a lot of valuable and relevant experience, it's not the end of the world to use two pages

RESUME TIPS: REFERENCES

Include a separate page titled “References”

- Try to include three, if you have them.
- If you're able, choose people in leadership/supervisory roles that know you well and will have positive things to say about you.
- You can include coworkers who will speak to your positive contributions to your position, to students or clients (if you work with them), and to the team.
- Provide their name, title, company/department they work for, phone number, and email.
- Let your reference know you are applying to a job and tell them a little bit about it so they can prepare for any call they might receive (you can share the job description).
- Confirm that they are comfortable as a reference, if you haven't already.

YOU GOT THIS!