

**“What we
hope to
ever do
with ease,
we must
learn first
to do with
diligence.”
~ Samuel
Jackson**

How to Create a Dynamic Résumé

Putting Passion to Work.

STRIVE FOR STUDENTS

Contents:

- ❖ How to use the Résumé Builder
- ❖ Lesson Plan: How to Create a Dynamic Résumé
- ❖ Action Verbs for Job Descriptions
- ❖ Top 20 Résumé Pet Peeves
- ❖ Résumé Builder

STRIVE FOR STUDENTS

7942 W. Bell Rd., #C5-422
Glendale, Arizona 85308

Phone: 623-561-6838
Fax: 623-561-5231
Web:

www.StriveForStudents.com



How to use the Résumé Builder

The Résumé Builder is designed to be used by the classroom teacher to assist in teaching students to write their first Résumé , however it may also be used by students independently. The Résumé Builder offers simple easy to follow instructions, beginning first with the text below offering suggestions on the Elements of a Good Résumé. Teachers may use the text below in planning their Résumé Writing lesson plan.

Suggestions for success:

1. Thoroughly read the text below entitled: Elements of a Good Résumé.
2. Once you have completed reading Elements of a Good Résumé, read through the Résumé Builder before you begin filling in the blank spaces.
3. Using a pencil complete the Résumé Builder, this will help you before you to organize your Résumé criteria before you create an electronic version of your resume.

NOTE: Once you have completed your Résumé Builder select a Résumé format you like and follow it by adding the information from your Résumé Builder to the appropriate areas on your resume format. After you have completed your Résumé you may send it to resumes@striveforstudents.com to have it critiqued.



How to Create a Dynamic Résumé

When you're working on your résumé, and deciding what information to use and what information not to use, keep asking this question:

Will this help me get the job I want?

- A. Your résumé as a Sales Tool:** *You never get a second chance to make a first impression*
 - a. For promoting yourself
 - b. Answers the question: "What I can do for you."
 - c. It's more than your history
 - i. It's your career highlights
 - ii. It's all your best accomplishments

- B. What employers ask when they review your résumé:**
 - a. What can this person do for me?
 - i. Your résumé should answer this question
 - ii. Don't be afraid to brag
 - iii. Highlight you!!!
 - b. Employers receive so many résumés that during the first screening process they are trying to eliminate as many résumés as possible, including your résumé!

- C. Start with your focus:** *Your résumé should offer focus, as well as value for the recipient*
 - a. Let them know what you're looking for
 - b. Let them know what you can do that relates to the job
 - c. Detail your experience and education
 - * Remember: Experience is NOT about the job it 's about you, your accomplishments and your contributions

- D. Show me what you can do:**
 - a. Your résumé is about accomplishments not duties
 - b. Demonstrate how well you did your job/jobs
 - c. Use action verbs and adverbs (like successfully, efficiently, or effectively)
 - d. Follow all of your job duties through to a result
 - e. Show what you can do that will help their business to succeed

- E. Your Experience:**
 - a. Jobs
 - b. Community Service
 - c. Volunteer Work
 - d. Club and/or association work and projects
 - e. School projects

Lesson Plan, Continued

F. Your Education:

- a. Add relevant course work don't forget seminars and workshops you've attended
- b. Don't list High School graduation and/or grad dates

G. What not to do on your résumé:

- a. NO PERSONAL INFO
 - i. Family
 - ii. Age
 - iii. Health

H. Your Résumé Presentation:

- a. Proof read it
 - i. It **MUST BE PERFECT!!!**
 - ii. Use bold print for
 1. Anything about you (i.e. job titles, your degree)
 2. Your contact information at the top of your résumé
- b. Some more Tips
 - i. Use bullets
 - ii. Don't put your cell phone number (if you get a phone screening call on your cell phone you will not be prepared)
 - iii. Use your email address and make sure it is appropriate for your résumé. For example don't use something like wackedout@hotmail.com instead use something like likes2work@hotmail.com
 - iv. If you're looking for a creative job a creative résumé is alright, otherwise it is **NOT OKAY**
 - v. Don't get cute!
 - vi. Don't use templates, most employers dislike them and can tell when you've used a résumé template because it looks like all the others
 - vii. When writing job descriptions: Use past tense for past jobs and present tense for present jobs
 - viii. Use standard colors and fonts
 1. Suggested Paper: White or Ivory paper, 24 pound/bond résumé paper
 2. Suggested fonts: Times Roman or Arial — avoid cursive and fancy fonts!



Not sure what
to add to your
résumé?

Ask this
question

*Will this help me
get the job I
want?*

If the answer
is **YES**, add
it, if the
answer is
MAYBE use
it if you need
to take up
more space, if
the answer is
NO leave it
out.



Action Verbs that help you write powerful Job descriptions

Key Points in Writing Job Descriptions:

- ❖ Write job descriptions in proper tense: Past jobs in past tense; present jobs in present tense.
- ❖ Start job descriptions with a short descriptive sentence that is results oriented.
- ❖ Following the descriptive sentence, use bullets to highlight job accomplishments.
- ❖ Describe your job duties in terms of results. Take the duty through to what you accomplished.
- ❖ Qualify and quantify ... using numbers, statistics and facts to substantiate your achievements. For example: Improved sales by 120% during first year. Won Employee of the Quarter during first six months of tenure. Accurately processed over 1200 documents per week.
- ❖ Don't be afraid to brag.
- ❖ Be honest and truthful.
- ❖ Be concise and consistent!
- ❖ Always ask: **Will this help me get the job I want?**
- ❖ Start each sentence and bullet point with an action verb or an adverb.



Action verbs for writing job descriptions

ADVERTISING

Accounted for
Convinced
Generated
Improved
Influenced
Launched
Marketed
Persuaded
Promoted
Recommended
Represented
Secured
Sold

COMMUNICATIONS

Approved
Counseled
Demonstrated
Disseminated
Edited
Facilitated
Instructed
Interviewed
Moderated
Participated
Presented
Presided
Served as
Wrote

CREATIVITY

Arranged
Conceived
Created
Designed
Developed
Devised
Enabled

Enhanced
Formulated
Innovated
Invented
Originated
Packaged
Refined
Reshaped
Resolved
Solved
Structured

MANAGEMENT

Administered
Attained
Conducted
Contracted
Controlled
Coordinated
Directed
Enacted
Established
Exceeded
Executed
Expanded
Headed
Implemented
Incorporated
Initiated
Instituted
Maintained
Managed
Masterminded
Obtained
Organized
Performed
Produced
Reduced
Repositioned

Retained
Revised
Strengthened
Supervised
Trimmed
Undertook

NEGOTIATIONS

Assured
Closed
Determined
Evaluated
Investigated
Mediated
Negotiated
Proposed
Sorted

RESEARCH

Automated
Classified
Determined
Developed
Differentiated
Equated
Experimented
Investigated
Related
Searched
Solved
Synthesized
Theorized

RESOURCEFUL

Accomplished
Awarded
Corrected
Diverted
Eliminated

Identified
Improved
Pioneered
Rectified
Solved
Strengthened
Surpassed

TECHNICAL

Analyzed
Arranged
Budgeted
Catalogued
Compared
Compiled
Completed
Computed
Decreased
Distributed
Enlarged
Examined
Expanded
Generated
Improvised
Increased
Indexed
Leveraged
Redesigned
Reengineered
Reorganized
Restructured
Reviewed
Revised
Scheduled
Single-handedly...
Synthesized
Systematized
Verified

When writing job descriptions use past tense for past jobs and present tense for present jobs.

Three things to remember about your Résumé:

- 1. It is a marketing tool, the first thing a potential employer will see from you and it must be PERFECT.**
- 2. Employers generally only spend 20 seconds reviewing your résumés so make yours POP!**
- 3. When adding content to your Résumé—ALWAYS ASK: “Will this help me get the job I want?” If it won’t—don’t add it to your Résumé.**

Your Résumé Builder

Résumé Doctor’s Pet Peeves

Listed below are the Top 20 Resume "Pet Peeves", starting with the biggest problems. More detailed insight to each problem can be found at: <http://www.resumedoctor.com/ResourceCenter.htm>

1. Spelling errors, typos and poor grammar
2. Too duty oriented - reads like a job description and fails to explain what the job seeker's accomplishments were and how they did so
3. Missing Dates or inaccurate dates
4. Missing Contact Info, inaccurate, or unprofessional email addresses
5. Poor formatting - boxes, templates, tables, use of header and footers, etc
6. Functional resumes as opposed to chronological resumes
7. Long Resumes - over 2 pages
8. Long, dense paragraphs - no bullet-points
9. Unqualified candidates - candidates who apply to jobs they are unqualified for
10. Personal info not relevant to the job
11. Missing Employer Info and/or not telling what industry or product candidate worked in
12. Lying, Misleading, especially in terms of education, dates and inflated titles
13. Objectives or meaningless introductions
14. Poor font choice or style
15. Resumes sent in .pdf, .zip files, faxed, web page resumes, mailed resumes; not sent as a WORD attachment
16. Pictures, graphics or URL links that no recruiter will call up easy-to-follow summary
17. Resumes written in 1st or 3rd Person
18. Gaps in employment
19. Inappropriate email address
20. Burying important info in the resume



HEADING AND CONTACT INFORMATION

Your Name

Your Address

City, State, Zip

Phone Number

Email Address

CAREER HIGHLIGHTS

In the space provided below detail your best assets that relate to the job for which you are applying.

- | | |
|------------------------------|--|
| ◇ List your best asset first | ◇ Use bulleted format-prefered by most employers |
| ◇ _____ | ◇ _____ |
| ◇ _____ | ◇ _____ |
| ◇ _____ | ◇ _____ |
| ◇ _____ | ◇ _____ |

NOTE; The next heading is going to be either your EDUCATION or your EXPERIENCE, the rule-of-thumb here is to list the one that offers the most job related experience. For example if you have no actual work experience but have educational training in an area that relates to the job you are applying for, you would list EDUCATION before EXPERIENCE. If on the other hand, you have experience in the job area you are applying for then you should definitely list EXPERIENCE first.

EDUCATION

In the space below you will highlight only the education that will help you get the job for which you are applying. NOTE: Do not list HIGH SCHOOL, OR HS GRADUATION DATE. However, if you have taken any type of additional training or attended a college, list the course work and/or the degree you acquired.

Name of School: _____

Course of study and/or degree: _____

Date of graduation: _____ GPA (only if 3.0 or higher): _____

NOTE: You should repeat the above for as many colleges as you have attended. AVOID listing too many schools or additional training workshops/seminars that do not pertain to the job for which you are applying

EDUCATION Continued...

Name of School/College/University: _____

City: _____ State: _____

Course of study and/or degree: _____

Date of graduation: _____ GPA (only if 3.0 or higher): _____

Additional Coursework

List your additional coursework in chronological order, avoid listing coursework that won't help you get the job.

◇ _____	◇ _____
◇ _____	◇ _____
◇ _____	◇ _____
◇ _____	◇ _____

NOTE: EXPERIENCE includes, Jobs, Community Service, Volunteer Work, Club and/or Association Work and Projects and School Projects. On dates of employment make sure you list the month and year you started the job and the month and year you left the job. Job Description/NOTE: Remember to take your job duties through to a result. This will show potential employers what you can do for them. Use a bulleted format, which is easier to read. Employers take an average of 20-60 seconds to read/scan a résumé so make sure yours is easy to read quickly!

EXPERIENCE

In the space provided below list all of your experience in chronological order from most recent back.

Name of employer: _____ City/State: _____

Your job title (use pronoun): _____ Dates of employment: _____

◇ _____	◇ _____
◇ _____	◇ _____
◇ _____	◇ _____

Name of employer: _____ City/State: _____

Your job title (use pronoun): _____ Dates of employment: _____

◇ _____	◇ _____
◇ _____	◇ _____
◇ _____	◇ _____

EXPERIENCE continued...

In the space provided below list all of your experience in chronological order from most recent back.

Name of employer: _____ City/State: _____

Your job title (use pronoun): _____ Dates of employment: _____

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____

Name of employer: _____ City/State: _____

Your job title (use pronoun): _____ Dates of employment: _____

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____

NOTE: This is not the time to brag about belonging to the National Rifle Association or some other potentially controversial organization. Keep your professional affiliations relevant to the job for which you are applying. AVOID: Politics, religion, or controversial topics. IF IN DOUBT...LEAVE IT OUT.

PROFESSIONAL ASSOCIATIONS

In the space provided below list any club or volunteer activities that will help you get the job for which you are applying. List these in order of importance and/or relevance to the job.

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____

◇ _____ ◇ _____