



# Resume Workshop

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**Presented by:**

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# Workshop Topics

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## I.

- a. General Guidelines
- b. Preliminary Research
- c. Heading
- d. Objective Statement
- e. Education
- f. Employment Experience
- g. References

## II. Styles:

- a. Chronological Style
- b. Functional Style
- c. Combination Style

# What is a resume?



- A resume is a summary of your experience, ability, and accomplishments.
- A resume is not a list of everything you've done in previous positions.
- A resume must show your **VALUE** to the new employer



# General Guidelines

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- **Length:** It is best to limit an entry-level resume to one typed page. Be as concise as possible in stating information in each section of your resume.
- **Font:** Avoid fonts smaller than 10 point and larger than 12 point.
- **Standard margins** are 1" around the page (it's acceptable at times to go lower)
- **Paper:** Use 8 1/2" x 11" 20 lb paper. Print your resume with a laser or high quality ink-jet printer.
- **Use borders and bullets, but don't to overdo it!**

# Preliminary Research

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## ■ Find Out...

- \* General job information
- \* Desired qualifications and skills
- \* Key values and words
- \* Company Mission Statement, etc

## ■ Where to look...

- \* Online Company Research
- \* Trade journals, magazines, and newsletters
- \* Directories
- \* Professors
- \* Company literature

# Identifying Information

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## Your Name Should Stand Out!

**KIMBERLY ANN HURST**

22333 Calle Vista Ave #112

Mission Viejo, CA

(949) 336-4432

- Put your name, permanent and campus addresses, permanent and campus phone numbers, and email address prominently at the top of your resume.
- Avoid using a nickname to identify yourself.
- Consider including your URL address or fax number if you have one.
- No casual emails or phone messages!



# Objective Statement

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- Speak directly to the company and job title. Yes, this may need to change with each job you apply to:

**“To secure the position of Financial Advisor with A.G. Edwards”**

**This tells an employer you want to work for them in that position. It doesn't show the employer that you're searching around, but rather that you're focused and clear about your goals.**

# Summary of Qualifications Statement

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- Consider what are the 4-5 key accomplishments, skills, abilities that highlight your **VALUE!**
- Start with general statements of your overall skills.
- Add soft skills for variety (Organized, Team-oriented, Prioritize, etc.)



# Summary of Qualifications Section

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**Example:**

## **Summary of Qualifications**

- **2 years professional experience in consumer sales in a variety of industries.**
- **Proven ability to coordinate and complete multiple projects within deadlines.**
- **Skilled at developing and retaining partnerships with clients and customers.**
- **Driven, dedicated, and effective team player.**

# Education

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- This is an important section for recent college graduates or students seeking internships or summer jobs.
- Reverse chronological order
- List your degree/certification first to quickly convey your knowledge. (University/college name is not always the most important info)
- Some industries require this on top: healthcare



# Education

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**Associate in Arts, Accounting**                      **Currently enrolled**

Saddleback College, Mission Viejo, CA

Summary of Coursework: \_\_\_\_\_, \_\_\_\_\_

\* Graduating with honors

- **Your degree is most important – give it first!**
- **GPA is not required – if it's great, use it!**
- **Don't list all classes you've taken – pick a couple that you know you highlight your key skills/accomplishments.**

# EMPHASIZE SKILLS THEY WANT!

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- Use the [O\\*Net](#) or [Myplan](#) to search standard skills required of any job
- New DOL resource: [myskillsmyfuture.org](http://myskillsmyfuture.org)
- What skills do employers want?  
[NACE video](#)



# SKILLS OR ACCOMPLISHMENT SECTION

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## KEY SKILLS:

### **Accounting**

Reviewed all quarterly and year-end financials for this import/export company generating \$2.5M in annual sales.

### **AP / AR**

Managed all purchasing and requisitions including vendor creation, payment tracking, and shipments averaging \$20,000 per month.

### **Client Service**

Provided unsurpassed service to domestic and international clients resolving complex issues of payments and billing.

# Professional Experience

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- Include positions you have held which are related, in some way, to the job you are seeking. These might be both paid and volunteer positions.
- Be creative – people don't want to read a cut/paste job description!
- Think of what you **ACCOMPLISHED** – **what is the good stuff that helps me determine that you're a quality candidate?**

# Professional Experience (sample)



## **BANQUET SERVICES INTERN**

May 2008 - August 2009

Holiday Inn, Laguna Hills, CA

*Provided assistance across planning, set-up, and delivery of events including 25 – 350 in attendance for this three-star multi-service hotel and banquet facility.*

- \* **Assisted** with the set-up of 5 – 20 six foot long tables including location and all tableware placement.
- \* **Responded** quickly and effectively to customer questions offering solutions and options as needed to maintain customer experience at high levels.
- \* **Created** a positive and healthy atmosphere within the banquet facility including excellent team-centered support to co-workers.

- **Make this section easy to read by using spacing and bullets**
- **Use action phrases to highlight the duties you have performed.**

# Activities, honors, community involvement

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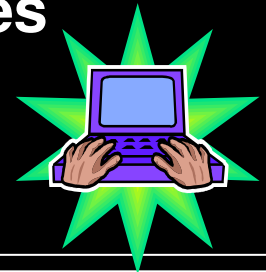


- Include *relevant* activities and honors that you could discuss with your prospective employer or that have given you valuable experience or skills.

# Specialized skills (technical, language)



- Always include your computer software/hardware skills!
- If you are bi-lingual, include this in the Summary of Qualifications section
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.
- Consider a new section titled 'TECHNICAL EXPERTISE' if the position requires heavy technical skills.



# BASIC REMINDERS AND QUESTIONS

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- **SPELLING AND GRAMMAR COUNT!**
- **IS YOUR RESUME EASY TO READ?**
- **IS YOUR RESUME 1PAGE?**
- **DOES YOUR RESUME INCLUDE KEYWORDS FROM THE JOB DESCRIPTION?**
- **DOES YOUR RESUME REALLY MARKET YOUR SKILLS, ABILITITES, KNOWLEDGE?**

# Resume Styles

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Most common resume styles:

- Chronological
- Functional
- Combination
- Newer styles include:
  - Website resumes
  - Video resumes
  - And other creative styles

# Chronological Resume

- Presents your education and work experience in chronological order, beginning with your most recent experiences.
- Sample

- Positives:
  - Good if you have a long work history in one industry.
  - Shows your strength in the industry
- Negatives:
  - Doesn't really show how your skills match what they're looking for.

# Functional Resume

- Organize experience by type of function performed. Under each, give specific examples.
  - Highlight experiences that directly relate to the job you are seeking.
- **Positives:**
    - Allows you to pull from all your experiences the skills each employer is looking for
    - Tells the employer what you 'can do' versus 'what you've done'
  - **Negatives:**
    - Employers may ask the question: "Great, but tell me what you did in your jobs."

# Identifying skills

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**Transferable skills are found in how you did what you did. We use them in various situations and environments to do the things we like to do.**

- Skills are often hidden in the Job Description.
- Skills can be found in resources like the O\*Net and O.O.H.

**Where to look for skills? Consider your experiences in the following areas:**

- Previous Jobs
- Volunteer experience
- Class Projects
- Hobbies/Interests

# Writing skill statements

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Remember the STAR method in writing these statements:

S...Describe the Situation

T...Describe the Task you were working on

A...Describe the Action you took

R...Describe the Result (Accomplishment)

## **Original:**

- Greeted customers providing excellent customer service

## **Revised with STAR:**

- Welcomed and greeted 30+ new customers per shift offering information on promotional items leading to increased sales and exceeding holiday sales quota.

# Combination Style Resume

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- As the name suggests, a blending of Functional and Chronological styles.
- Allows flexibility to pull out some Key Skill Sets, while keeping a detailed list of Employment History.
- Find Skill Sets by: Reviewing Job Announcements, Researching on the ONET, etc.



# Reference Page

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- Do not include actual references on your resume
- Create a separate page with your heading and title it:  
**REFERENCES**
- Include: Name, Title, Relationship to you, Company, Phone, Email

1. **Dr. Mary Smith, Business Department Faculty**  
Saddleback College  
Mission Viejo, CA 92692  
**(949) 555-1212**  
**[msmith@saddleback.edu](mailto:msmith@saddleback.edu)**

# Resume Resources



- CCLD website: <http://www.saddleback.edu/ss/ccld/>: Several links!
- [http://www.quintcareers.com/resume\\_tutorial/resume\\_tutorial\\_map.html](http://www.quintcareers.com/resume_tutorial/resume_tutorial_map.html): Lots of specific info about resumes
- <http://www.palomar.edu/counseling/resume/index00.html>: Tutorial for developing resumes.
- <http://susanireland.com/>: Resume and Cover Letter samples and guidelines
- Resume Templates: <http://www.collegegrad.com/resumes/quickstart/template.shtml>
- Resume Workshop: Tuesdays 1pm – 2pm





# Wrap up & Questions

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**Thank you for your time and good luck on your  
career journey!**

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