

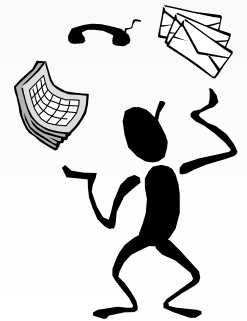
Composing Professional Level Resumes

Presented by
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Anderson Career Services

The Purpose of the Resume

- Gives employers a synopsis of your qualifications
 - Helps to secure an interview; NOT a job
 - Helps employers screen OUT applicants that don't fit
 - Helps employers identify candidates that are a good match
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- A resume must be specific and relevant to the reader



Resume Basics



What it IS...

- A sell sheet about YOU
(specific and relevant)
- About your accomplishments and contributions



What it IS NOT...

- An inclusive representation of everything you've ever done
- A laundry list of your duties and responsibilities



UNM

ANDERSON SCHOOL
of MANAGEMENT

Resume Basics

Format

- One page in length
- Clear, concise and organized
- References are on a separate sheet (for the interview)
- No funky colors or other “eye catching” tactics
- 10-12 Point Font
- Error free
- White Paper

Content

- Tailored to each position
- Results orientation --- use cause and effect
- Delete everything related to High School
- Use “aggressive wording” with ACTION WORDS
- If you have minimal technical experience, focus on your CORE SKILLS.

Resume Basics

<u>Non-Aggressive Verbiage</u>	<u>Aggressive Verbiage</u>
Set up entire department from scratch	Established department from inception through successful operation
Worked closely with department heads	Fostered relationships with department heads
Helped produce \$3 million in sales	Instrumental in generating \$3 million in sales
Helped new employees	Aided new employees
In-depth knowledge of capital markets and corporate finance	Expertise in capital markets and corporate finance
Assisted marketing department in strategies and bids	Actively participated in formulating marketing strategies

**Source: CareerJournal.com*

Anatomy of the Resume

Always Include

- Name/Contact Information
- Education
- Work Experience

Optional Sections

- Objective/Summary/Qualifications
- Relevant Coursework/Relevant Projects
- Computer Skills
- Language Skills
- Honors
- Activities
- Additional Information

Name/Contact Information

Inied Ajob

2834 N. Miles Rd.

Albuquerque, NM 87104

(505) 555-1338 or (505) 555-7431 (Cell)

JNM@UNM.edu

OR...

Inied Ajob

2834 N. Miles Rd. * Albuquerque, NM 87104 * (505) 555-1338 * JNM@UNM.edu

****Please note: the e-mail address is simple and professional;
and does not have a hyperlink.***

Objective

- Unnecessary when accompanied by a cover letter
- Use an objective when “parking” your resume online
- Keep it clear and to the point:
 - Seeking a summer internship to broaden my skills and experience in marketing research.
 - Seeking a full-time supply chain related position with a high-tech manufacturer.
- Includes: Full-time/Part-time/Internship. Refer to a job or “job family”. Tailor to the job description.

Profile/Summary

- Use this ONLY if able to *succinctly* highlight relevant experience and qualifications
- Should be:
 - Very well-written
 - Only be 3-5 sentences long
 - Supported by points throughout the rest of your resume
- Should NOT be a generic list of qualifications

Education

- Should be at the top of your resume

Education:

University of New Mexico

Anderson School of Management

Bachelor of Business Administration

Concentration: Finance, GPA 3.8/4.0

Honors: Recipient of ABC Scholarship

Activities: Member, Delta Delta Delta

Albuquerque, NM

December 2007

Tip: Do not round-up a GPA

- Can list school-related honors/activities here to show relationship with school

Relevant Coursework

- Helpful if you're light on relevant technical experience

Relevant Coursework: Investment Management, Cases in Corporate Finance, International Finance (Spring, 2007) and Financial Reporting & Statement Analysis (Spring, 2007)

Tip: Keep the selection of classes relevant to the position you're seeking.



Relevant Project Work

- Helps create a “bridge” between education and work
- Shows that you are able to apply the concepts you’ve learned in class
- Always present:
 - Project Objective (how were you trying to help the company?)
 - Team’s Action (what did you do?)
 - Results/Recommendation (what was the result of the project?)

RELEVANT PROJECT WORK:

Client: *U.S. Department of State (DOS)* Fall 2005

Part of a cross-functional team of marketing students charged with creating and implementing a 12-week promotional campaign to raise student awareness and increase applications to the DOS summer internship program. Created and implemented a survey tool and conducted face-to-face interviews with 283 students. Built awareness through various promotional tactics. **Results:** 8% increase in awareness; internship applications were up 7% compared to the previous year, and campaign costs were 21% under budget.

Example 1: BEFORE

Work Experience:

Summer 2004 **Frederick Fischer Jewelers** **Albuquerque, NM**

Sales Assistant

- Sold jewelry.
- Assessed condition of jewelry.
- Cleaned jewelry.
- Performed various administrative duties.

BORING!

Not very informative. Doesn't showcase accomplishments, transferable skills, or results.



Example 1: AFTER

Work Experience:

Summer 2004 **Frederick Fischer Jewelers** Albuquerque, NM
Sales Assistant (part-time)

- Part of a team of sales people that assisted customers with their fine jewelry purchases.
- Cross-trained to assess the condition of jewelry and clean various products as needed.
- Close-out cash registers at the end of the shift.
- Named *Sales Person of the Month* three times.

Showcases: TEAM, CROSS-TRAINED, HANDLED MONEY, and ACCOMPLISHMENTS



Example 2: BEFORE

Waiter/Waitress

- Took food orders.
- Worked the cash register.
- Train new hires.



Example 2: AFTER

Waiter/Waitress

- Responsible for providing guests with a fine dining experience.
- Successfully multi-task in a high pressure work environment.
- Responsible for cash-handling and for balancing the cash drawer at the end of each shift.
- Train new waitstaff to ensure compliance with company standards and give customers a pleasant dining experience.



Computer Skills

When to add this section:

- MIS/CIS Major
- For all other majors: if the job description specifies the knowledge/experience/use of technology, you might want to add it. Otherwise place into, **Additional Information**
- Always mention a skill level such as: expert user of, proficient in, advanced, experienced, knowledgeable, daily user of...

Computer Skills - Example

Computer Skills:

- Advanced user of MS Word and PowerPoint.
- Able to build complex financial models in Excel.
- Expert Java and HTML programmer, and a novice user of Front Page and MS Access.

Additional Information

This is a section where you can add various information such as:

- Activity/club membership
- Languages spoken
- Citizenship (international students)
- Awards/Scholarships (or under education if awarded by the University/College)
- Computer skills

Additional Information - Example

Additional Information:

President, Finance Club (2003-04). Increased membership by 25%.

Native speaker of Greek, fluent in both written and spoken forms of English. Recipient of the Taos, NM Chamber of Commerce

Academic Scholarship (2005). Expert user of MS Word and Excel.

US Permanent Resident (June 2002).

Reference Sheet

Hye Erme

2834 N. Miles Rd.

Albuquerque, NM 87104

(505) 555-1338 or (505) 555-7431 (Cell)

JNM@UNM.edu

REFERENCES

Name

Title

Company

Address

Telephone

e-mail

X2



...and Remember...

- Your resume is your sell sheet
- You should have the reader in mind
 - Address his needs and speak to them
 - Make it relevant and specific
- Make it easy to read; have a logical flow
- Avoid careless mistakes
 - Spell-check
 - Proofread!

