

REZOOM YOUR RESUME

Workforce Boulder County



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Boulder County



INTRODUCTIONS

- Your name
- Current target job
- What do you like to do most in your free time?

Résumé mistakes by the numbers

13%

of companies will
exclude a candidate
who puts a
picture
on a résumé.

30%

of hiring managers
will ditch a résumé
that doesn't include a
list of skills.

61%

of recruiters will
trash a résumé
with **typos.**

35%

of employers
will disqualify a
candidate with an
inappropriate
email address.

RESUMÉ
CAREER SUMMARY

WHAT IS THE PURPOSE OF A RESUME?

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**“We’re a big company with big ideas,
and by gosh, I really like your big r sum !”**

WHERE DO I START

MASTER RESUME

- Brainstorming version
- May be applying to multiple industries
- Will **NOT** send to an employer
- Don't worry about length

TAILORED RESUME

- Have a targeted job in mind
- Designed to fit a SPECIFIC job description
- Will NOT include all your experience
- No more than 2 pages

**THERE'S NO RIGHT WAY
TO DO A RESUME!!!**

JUST A FEW WRONG WAYS



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RESUME TYPES



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CHRONOLOGICAL RESUME OUTLINE

NAME

Email | Area Code Phone Number

OBJECTIVE or SUMMARY

*** Remember Professional Profile, Career Summary or the Job Title can be used for a summary header! ***

SKILLS/QUALIFICATIONS

- Skill 1
- Skill 2
- Skill 3

WORK EXPERIENCE

JOB TITLE, Company Name, City, ST

2015 - 2019

- Job accomplishment starting with action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Job accomplishment ...
- Job accomplishment ...

JOB TITLE, Company Name, City, ST

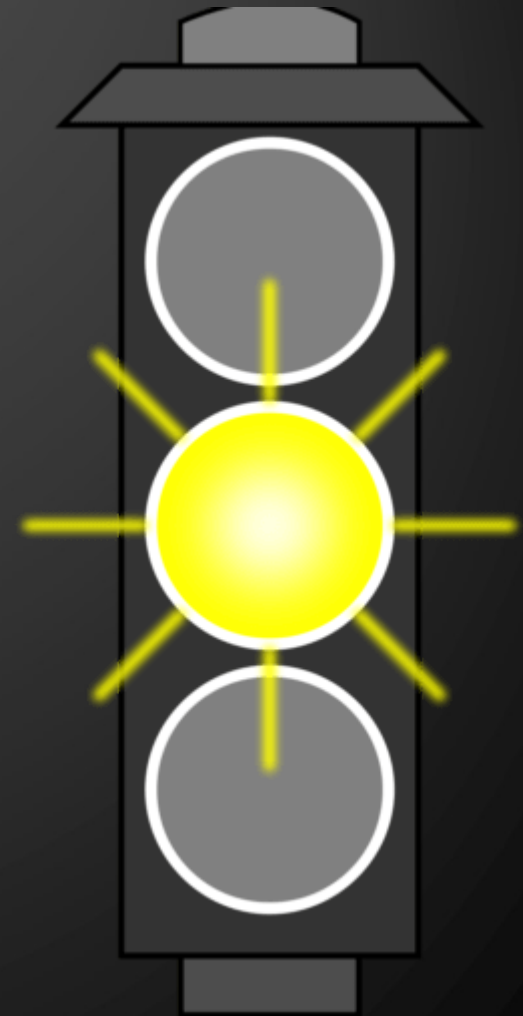
2014 - 2015

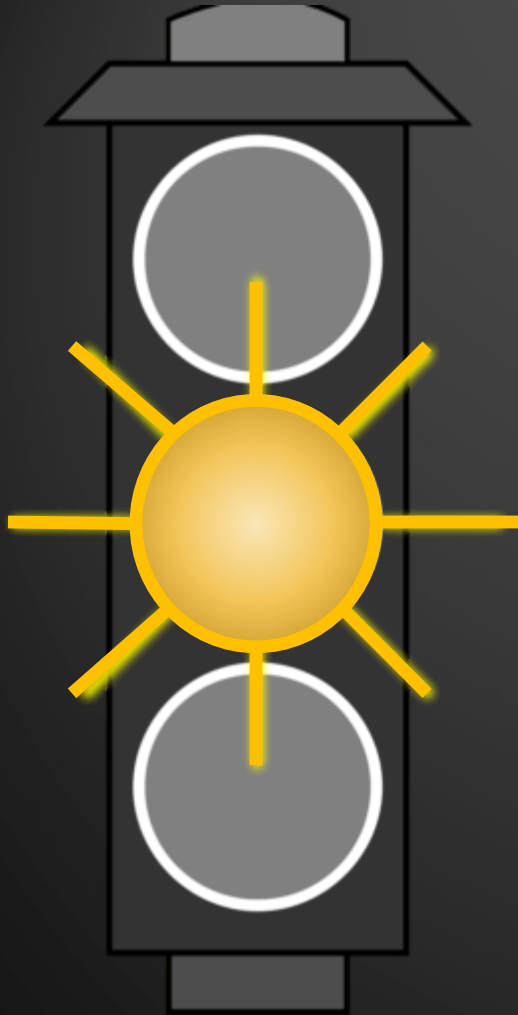
- Job accomplishment starting with action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Job accomplishment ...
- Job accomplishment ...

EDUCATION/TRAINING

Certificate or Degree, Name of School, City, ST

Certificate or Degree, Name of School, City, ST





FUNCTIONAL RESUME OUTLINE

NAME
City, State
Area Code Phone Number
Email

OBJECTIVE or SUMMARY

*** Remember Professional Profile, Career Summary or the Job Tile can be used for a summary header! ***

PROFESSIONAL SKILLS

MOST IMPORTANT SKILL SET *(from the list you created on page 3)*

- Job accomplishment starting with action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Job accomplishment ...
- Job accomplishment ...

SECOND MOST IMPORTANT SKILL SET *(from the list you created on page 3)*

- Job accomplishment starting with action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Job accomplishment ...
- Job accomplishment ...

WORK EXPERIENCE

| | |
|-----------------------------------|-----------|
| JOB TITLE, Company Name, City, ST | 2014-2019 |
| JOB TITLE, Company Name, City, ST | 2012-2014 |
| JOB TITLE, Company Name, City, ST | 2009-2012 |

EDUCATION/TRAINING

Certificate or Degree, Name of School, City, ST
Certificate or Degree, Name of School, City, ST

COMBINATION RESUME OUTLINE #1

NAME

City, ST • Phone Number • Email

OBJECTIVE or SUMMARY

*** Professional Profile, Career Summary or the Job Title can be used for a header! ***

SKILLS/QUALIFICATIONS

FIRST MOST IMPORTANT SKILL SET

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

SECOND MOST IMPORTANT SKILL SET

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

EXPERIENCE

JOB TITLE, Company Name, City, ST 2015-2019

- Job accomplishment starting with past -tense action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Bullet Point 2
- Bullet Point 3

JOB TITLE, Company Name, City, ST 2011-2015

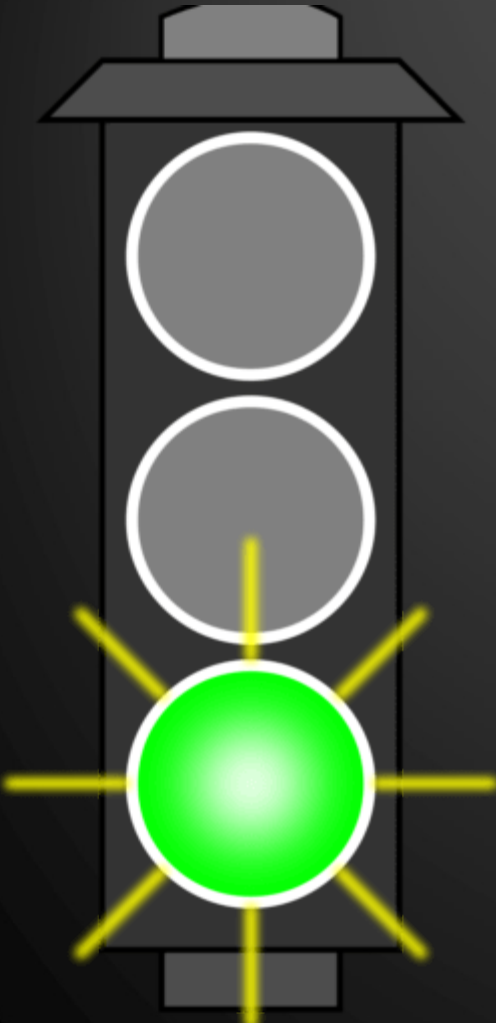
- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

EDUCATION/TRAINING

Certificate or Degree, Name of School, City, ST

COMMUNITY INVOLVEMENT

- Volunteer Title, Organization Name, City ST Dates optional
- Member, Organization Name, City, ST Dates optional



COMBINATION RESUME OUTLINE #2

NAME
Email | Area Code Phone Number
City, ST

OBJECTIVE or SUMMARY

*** Professional Profile, Career Summary or the Job Title can be used for a header! ***

SKILLS/QUALIFICATIONS

FIRST MOST IMPORTANT SKILL SET

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

SECOND MOST IMPORTANT SKILL SET

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

RELATED EXPERIENCE

JOB TITLE, Company Name, City, ST 2013 - 2015

- Job accomplishment starting with past-tense action verbs, including details such as numbers, amounts, timelines met and other results. **Show how it benefited the employer.**
- Bullet Point 2
- Bullet Point 3

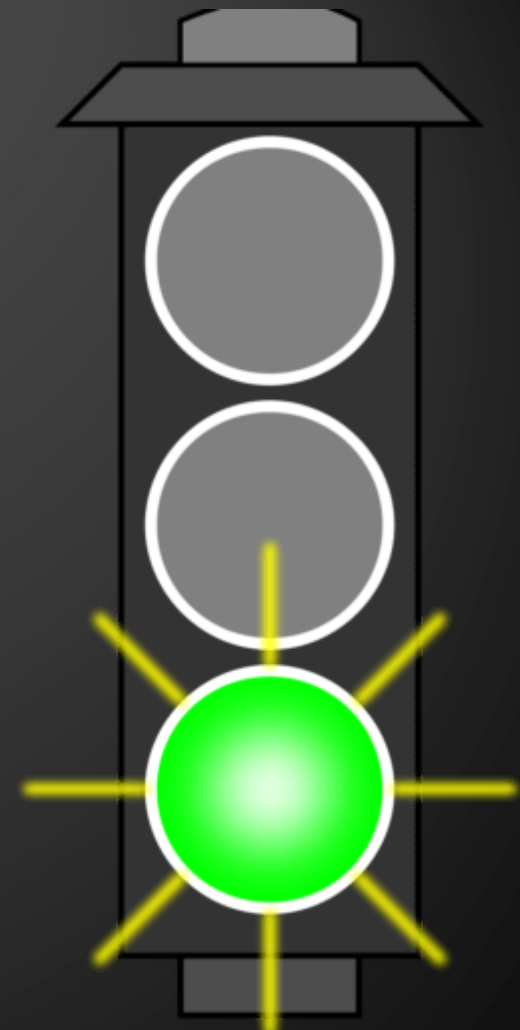
ADDITIONAL EXPERIENCE

JOB TITLE, Company Name, City, ST 2015-2018

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3

EDUCATION/TRAINING

Certificate or Degree, Name of School, City, ST



Creating A Master Resume

- Brainstorm and add everything
- Build in whatever order you want
- Don't edit yet
- Check out ONet
- Look at LinkedIn and sample resumes
- Ask friends and former co-workers for ideas
- Ask clarifying questions

TAILORING YOUR RESUME



FOCUS!

Know what kind of work you're looking for.
Find and print the job description that fits
what you want to do.



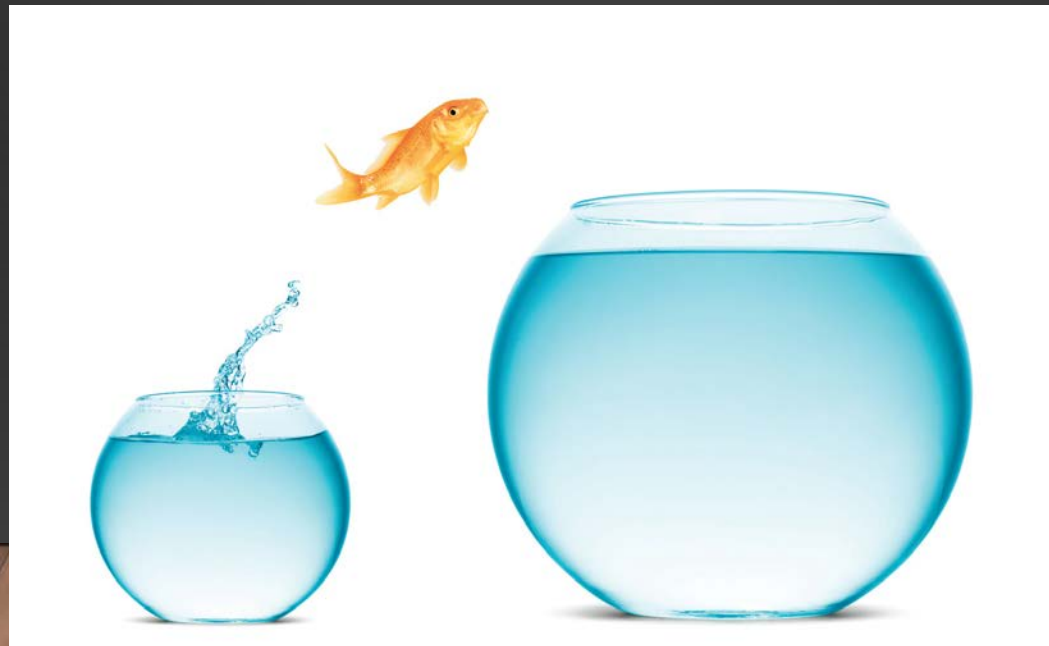
Cut Out Excessive Experience

- Delete skills and job duties that aren't relevant to this position
- Ask yourself, should you include all your education and training?



Expand Content

- Add more detail
- Be more specific
- Break 1 bullet point into 2 if needed



o*net[®]
OnLine

Add Fitting Details (Keywords)

TagCrowd



Craft Your Summary

- Do this step LAST
- Start from scratch each and every time
- Use the job description to guide your writing
- 3-5 lines, avoid pronouns
- Research the company
- Don't assume the employer knows what you've done
- Focus on WHAT you did & HOW you did it rather than the WHEN and WHERE

RESUME TAILORING ACTIVITY



RESUME TAILORING ACTIVITY

- Highlight relevant experience/skills/education for the job Janet is applying for.
- What parts of Janet's experience/skills/education can be expanded?
- Choose what kind of resume Janet will use.
- Draft a summary for Janet specific to the job she is applying for.

RINSE & REPEAT

TRY



RINSE



REPEAT





Google Drive



lynda.com



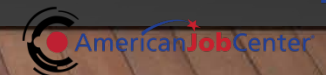
GCF
LearnFree.org®

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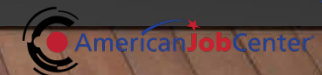


RESUME HUMOR

- "I'm a rabid typist."
- "Instrumental in ruining entire operation for a Midwest chain operation."
- "Here are my qualifications for you to overlook."
- "I intentionally omitted my salary history. I've made money and lost money. I've been rich and I've been poor. I prefer being rich."



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FOR FOLLOW UP

- If you would like feedback on your newly created resume, email it to ceinfo@bouldercounty.org
- If you need further assistance creating your resume, check out a Walk-In Resume Critique session.



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EVALUATIONS

surveygizmo



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