

# Resume Writing



## Resume Writing

## **Session Components**

- ★ Purpose of a Resume
- ★ Key Features
- ★ Format and Style Guide
- ★ Customization

As you engage in each section use the Resume Writing participant note sheet to capture your learning and reflections. You will be prompted to make a copy of the document for your own use.

If you have a current resume, you may also want to have a copy available to review during your learning.





## Resume Writing



Purpose of a Resume	Key Features
Consider: What STORY do you want your resume to tell? (If you have a current resume, is it telling your story?)	What information will you emphasize in your resume? Now does it reflect your potential as a match for this job and/or organization?
Format and Style Guide	Customization
How can you use style and formatting to catch a reviewer's eye and showcase your qualifications?	How can you customize your resume to represent your brand and what your brand means for the joil and/or organization?



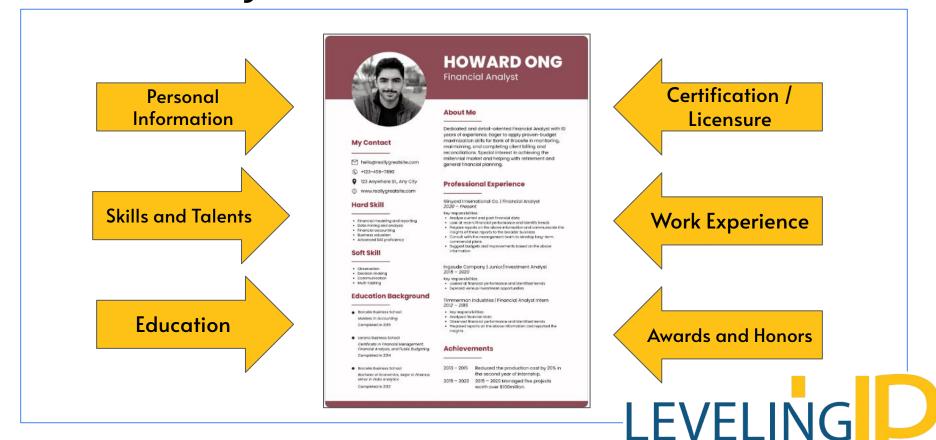
# Purpose of a Resume

- Tells your story and celebrates your talents
- Provides an introduction and grabs the attention of the reader
- Provides a portrait of your strongest skills and accomplishments
- Shows how you're a match for a position and/or organization
- Serves as the screening tool to evaluate your qualifications pursuant to the job posting, and determine if an interview will be offered
- Creates a sense of your personal brand





## Key Features of a Resume



Unlocking Potential

# Key Features of a Resume

- Personal Information Skills and **Talents** Education
- Name and Address
- Email and Phone contact

 Consider strengths applicable to future job role(s)

- Completed Degrees
- Degrees in Progress with expected date of completion

Certification / Licensure Include dates and certifying organization(s)

Work Experience

- Start with most recent
- List dates of employment, job title, employer, location

Awards and Honors

 Applicable to past or future job role(s)

Unlocking Potential



Click to hear some resume tips

# Format and Style Guide

## **Style + Substance = Visual Interest**

Use of color and icons to accentuate your work.

- Create and eye catching header with contact information
- Illustrate section headings like "Employment History" or "Education"
- List next to each individual skill to highlight a key concept
- Maintain consistency in choices of font, size, and type color



<u>Freepik:</u> Simple phone and email icons that are ready to be downloaded and placed into your resume in just a few steps.



<u>lcons8</u>: A huge library of colorful and monochromatic free icons that can be used on Word resumes.



Resume.io: Simply choose a template like Stockholm or New York where attractive symbols are already built into the page layout then download your resume as a Word doc or PDF.



## Customization

- Use a Headshot
- Include <u>icons</u> paired with text



Utilize power verbs (and more) for clear and specific communication



- Use color blocking to highlight key information
- Include an objective or vision statement
- Create a digital resume, and include links to work samples or video resume
- Use an online resume builder





## ( +123-456-7890

- hello@reallygreatsite.com
- m www.reallygreatsite.com
- 123 Anywhere St., Any City

### SKILLS

- · Bookkeeping
- · Tax Filing
- . Data Entry
- · Data Analysis
- Cost Reduction Management
- · Public Accounting
- · Business Budgeting
- · Business Assessments

## LANGUAGES

- English
- Filipino
- Spanish French

## • Hindi



## HARPER RUSSO

CERTIFIED PUBLIC ACCOUNTANT

### PROFESSIONAL EXPERIENCE

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## WORK EXPERIENCE

## Keithston & Partners | Senior Accountant

### June 2029 - Present

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#### Timmerman Industries | Junior Accountant

### February 2028 - February 2029

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## Ingoude Company | Junior Accountant

### January 2027 - January 2028

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### EDUCATION

## Really Great University, 2023-2027

Bachetor of Science in Accountancy



## Additional Resources







