



# Improve Job Search Performance with a Professional Resume

Presented by Kristie Pshyk, Career Coach

Chat  
Bomb!



## House Keeping

- Cameras / Mute
- Recording
- Questions in the chat or raise your virtual hand
- Will leave time at the end for questions
- Safe space
- Hand outs & Power Point
- Chat Bombs / Show of Hands

# Little bit about me...

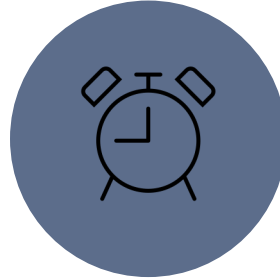
Put your  
guess in  
the chat!

Mystery  
Shopper





# Hand Raises & Chat Bombs!



## Resume

Who already has a  
resume?

## What type of Job?

Part Time  
Full Time  
Summer job

## Where?

What is your ideal  
job or target  
company?



# Learning Objectives

After taking this webinar, you'll be able to:

- Create a **professional resume** with the experience you already have
- Write a powerful **summary & accomplishment statements**
- Apply **formatting tips** when making your resume
- Write a professional intro email
- Select and manage your **references** effectively



Anything  
else?



# Resume Writing

# James Bond

Intelligence Specialist / Security & Surveillance

## EXPERIENCE

### British Secret Service, London — *Intelligence Operative*

Jan 2001 - Present

Protecting the UK and her allies from nefarious masterminds from around the world.

Liaising with intelligence services around the world including the CIA.

Instrumental in foiling international terror attacks including the looting of Fort Knox and the destruction of the world by various means.

### Royal Navy, Portsmouth, UK — *Commander*

Jan 1990 - Dec 2000

Special intelligence department of Royal Navy, tasked with identifying threats to national security.

In charge of elite unit of highly trained operatives seeing action in various theatres from Russia and Soviet Union, Africa and Middle East.

## EDUCATION

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Sept 1985 - Jul 1990

French and German

Windsor, UK — *O Level*

## SKILLS

Licence

Multi ling  
Russian, E  
Spanish).

Helicopter

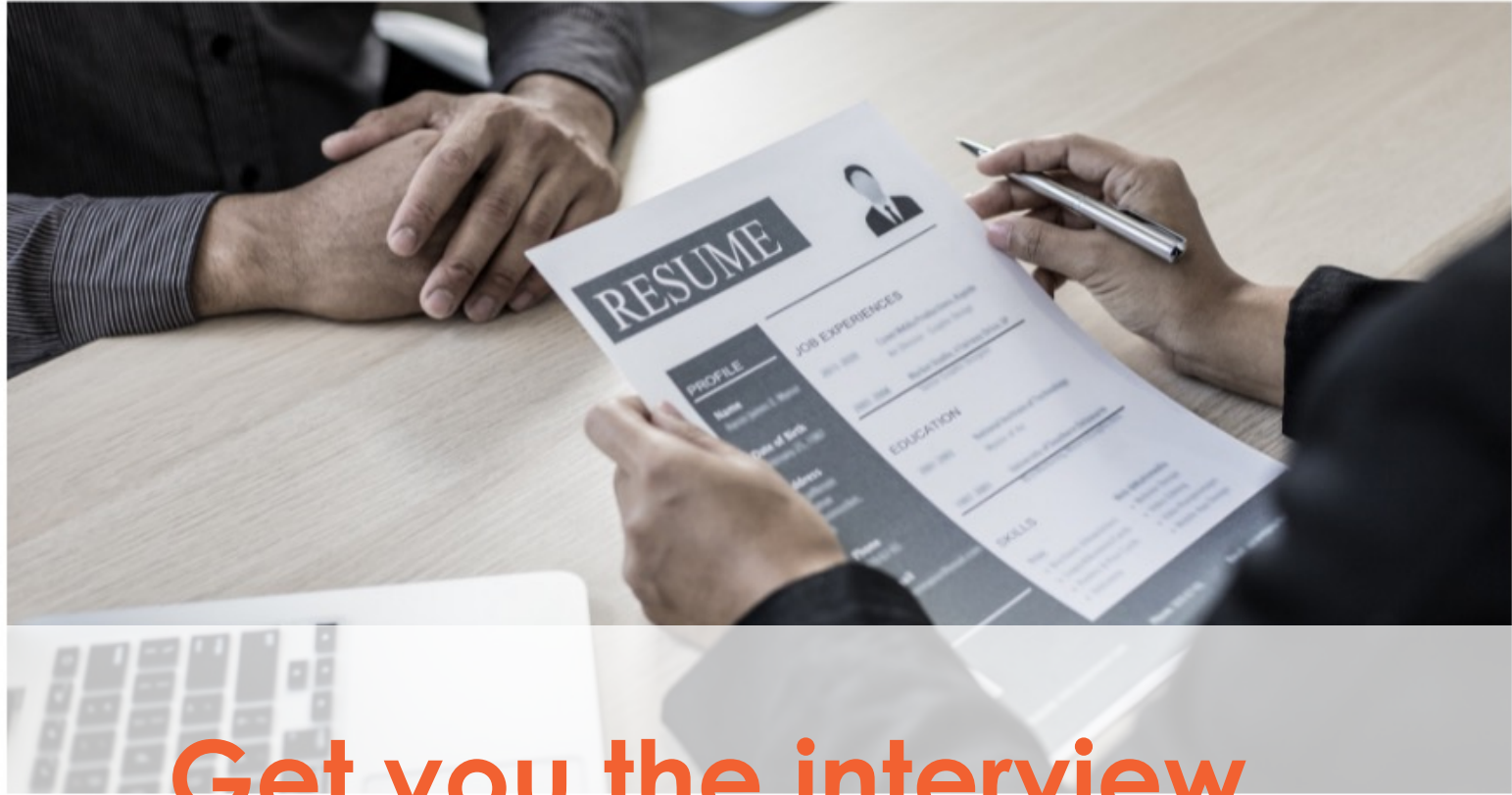
## AWARDS

Royal Na  
- gold

Black

Dov  
(F

# What is the purpose of a resume?



Get you the interview...

... So you can ultimately...land the job!







# Your professional Snap



# Getting Started



# Where Do I find Job Postings?

- Indeed.com
- LinkedIn
- Job Boards at School
- University of Alberta Career Centre
- Student Employment Centre
- Youthjobscanada.ca
- Job Bank for Youth

<https://www.jobbank.gc.ca/youth>

- Face to Face – target your favourite places
- Your Network
- Social media



Any  
others?



## What are you looking for?

- Flexibility
- What are my interests?
- What are my long- term goals?
- Close to home/school/gym
- Fun place to work
- I just want/need to make money!



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Dov

(T

# The Reverse Chronological Resume

(Where your most recent job  
is listed first)

Resume  
Writing



# Reverse Chronological

- Most common style
- Best when you're starting out
- Emphasizes role progression
- Preferred for Applicant Tracking Systems

## FIRST LAST

City, Province ♦ 000-000-0000 ♦ you@rogers.com ♦ Customized linkedinURL

### EXECUTIVE ASSISTANT

A top-performing, trusted assistant recognized for consistently meeting project deadlines while balancing the multiple demands of the Senior Leadership team. Self-motivated and energetic with excellent organizational and administrative skills. A proven team player with outstanding interpersonal and communication skills coupled with the ability to quickly establish rapport and develop strong working relationships across all organizational levels. Responds to challenges with confidence, warmth, energy and diplomacy.

Advanced Microsoft Word • Excel • PowerPoint • Project  
Outlook 360 • Organizer • SmartSuite • Adobe Suite 7

### EMPLOYMENT HISTORY

COMPANY NAME	EMPLOYMENT HISTORY	2010 - 2019
Executive Assistant		2015 – 2019

*Reporting to the Executive Vice President and Vice President of Operations, managed calendars, coordinated regular travel, managed expense and prepared expense accounts. Prepared and edited confidential correspondence and presentations. Also provided administrative support to the Director, Land Planning and a small group of project managers which allowed them to focus on time-sensitive projects.*

- Created a filing system that made confidential files more quickly and easily accessible for the EVP and improved efficiency.
- Carefully managed executive credit card expenditures to avoid late fee charges and ensured adequate credit limits for on-going travel requirements. Tracked receipts and prepared and reconciled expense reports.
- Investigated three years worth of past sales commissions by developing a detailed Excel spreadsheet; uncovered a discrepancy that, once rectified, resulted in significant cost savings. This spreadsheet was adopted as a permanent method of tracking sales commissions.
- Managed the personnel files for a division of 45 staff including preparation of new hire documentation and PMP reviews.
- Designed performance management forms for over 15 positions that were utilized by management to conduct annual performance reviews. Ensured completed forms were properly processed and sent to HR.
- Acted as department lead for HR functions associated with on-boarding of new hires and transfers which saw the division double in 2008. Provided seamless transition for new hires by liaising with Payroll and IT to complete necessary documentation and ensure appropriate equipment and security access was in place.
- Organized internal and external meetings, teleconferences, videoconferences that involved people in multiple locations; secured the necessary resources to increase meeting effectiveness.

# Resume Types: Reverse Chronological

- Used when staying in the same field
- No gaps in employment history

## COMPANY NAME

2002-2006

Assistant to Vice President, WebSphere Server Development & Lab Director  
Assistant to Director, Electronic Commerce Development

- Proactively managed calendar, coordinated appointments, conference calls, meetings and gathered background information for meetings and customer critical situations to ensure executive was up-to-date.
- Organized daily business activities and acted as first line of contact for the Director's office, allowing Director to focus on important matters.
- Managed and prioritized incoming electronic mail and correspondence to save time for executives.
- Handled internal and external customer situations to completion.
- Successfully trained and supervised support staff for division on specific systems and programs within ABC.

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## EDUCATION & TRAINING

Secretarial Diploma, Toronto School of Business

Ontario Secondary School Diploma, Toronto Secondary School

WHMIS Certified First Aid Certified

Former Member, Minto Green Committee and Minto Health & Safety Committee

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## INTERESTS

Horseback Riding • Fitness • Historical Novels



What if I have  
no  
experience?



# SAMPLE RESUME: Page 1

- Looking to land first job
- Little paid experience
- Include your volunteer experience
- Anytime to you “assisted”, helped, looked after your cousins, helped out in the office at school etc.

FIRST NAME LAST NAME

780.555.555

Edmonton, AB

[Gsmith@gmail.com](mailto:Gsmith@gmail.com)

## SUMMARY OF QUALIFICATIONS

- Excellent people skills
- Outgoing personality
- Strong verbal communication
- Team player
- Exceptional organizational skills

## RELATED EXPERIENCE OR WORK EXPERIENCE

### Interior Design Intern

July 2021

WestRock Custom Homes - Calgary, Alberta

- Greeted and welcomed clients to showrooms
- Assisted the interior designer in design selection
- Interacted with suppliers
- Assisted with sample display

### Production Assistant

November 2020

Harvest Hills Alliance Church - Calgary, Alberta

- Assisted the crew with an outdoor music video production
- Provided directional guidance to the drone pilot to ensure best quality
- Assisted with set up and take down
- Cued music

### Event Usher

September 2019

WinSport - Calgary, Alberta

- Welcomed and greeted guests at events
- Responded to guest inquiries
- Escorted guests to their seats
- Provided way finding and crowd control

# SAMPLE RESUME: Page 2

- More volunteer work
- Action statements
- Include education



Can u  
guess the  
age of  
this  
person?

## **Barn Hand**

October 2018 - Present

Golden Jack Farms - Cochrane, Alberta

- Assist farm owners with a variety of tasks including: mucking out stalls, feeding and care of all animals
- Groom and exercise horses and donkey

## **School Orientation Ambassador**

February 2018

St Vincent De Paul Junior High - Calgary, AB

- Welcomed grade 6 students
- Shared projects and information
- Answered questions about grade 7

## **Reception Assistant**

September 2017 - June 2018

Monsignor E.L. Doyle School - Calgary, AB

- Welcomed and greeted visitors
- Answered phone calls
- Responded to student and teacher requests

## **Babysitter**

September 2017 - Present

Self-Employed - Calgary, Alberta

- Take care of children ages 1-10 years old
- Responsible for entertainment and activities
- Responsible for putting children to bed
- Prepare simple meals

## **Ranch Hand**

July 2017 - 2018

Armour Mountain Ranch - Barriere, B.C

- Trained, groomed, rounded up, caught and exercised 8 horses
- Helped with moving irrigation lines
- Assisted with meal prep
- Weeded large veggie garden

## **EDUCATION**

COACHING LEVEL 1 | NATIONAL TRACK AND FIELD ASSOCIATION | 2020

WESTERN CANADA HIGH SCHOOL | GENERAL DIPLOMA | 2019

BABYSITTER CERTIFICATION | ST JOHN'S AMBULANCE | 2008

FIRST AID & CPR | ST JOHN'S AMBULANCE | 2008

# Heading of your Resume

## FIRST LAST

City, Province ♦ 000-000-0000 ♦ [you@rogers.com](mailto:you@rogers.com) ♦ [Customized LinkedInURL](#)

Just **city & province**, keep it simple!

Only **one phone number**, and make sure your **voicemail** sounds professional

**Email address** should also look professional

Customize your **LinkedIn URL** and include the hyperlink



# Job Postings

# Example: Personal Trainer

## Job Description

## Resume

### PERSONAL TRAINER

What will you be doing?

- Seeking out new clients
- Working with clients to understand health history and future goals in order to develop tailored, effective programming
- Leveraging and promoting all Goodlife Training programs to support clients on their health and fitness journeys
- Responsible for administrative servicing clients (use of Goodlife tools and software)

Do you have what it takes?

- Must be willing to accrue a national recognized Personal Training Certification within first 75 days of employment
- Passion for helping others, and a commitment to personal health and fitness
- Ability to coach and bring out the best in others
- Adaptable and able to receive candid coaching with growth mindset
- Ability to work well with others, form and foster relationships
- Committed to contributing to a culture that celebrates diversity, equity and inclusion and values giving back to communities
- Ability to consistently live our Core values of Caring, Happiness Integrity, Peak Attitude, Passion, Personal Fitness and Trust

Instead of a cover letter tell us why you're passionate about fitness or more about your personal fitness journey

Assistant Coach

2019 - 2021

Team Alberta - Track and Field – Edmonton, AB

- Coached junior athletes on a provincial track team
- Developed strong relationships with athletes, coaches and parents
- Helped athletes develop growth mindset for adapting to wins and losses
- Mentored youth through team conflict resulting in Gold at 2022 Albert Summer Games
- Developed and implemented cross-training plans and workouts
- Promoted the sport of Track and Field at school career fairs

# Example: Barista at Starbucks

## Barista

### You'd make a great barista if you:

- Consider yourself a “people person,” and enjoy meeting others.
- Love working as a team and appreciate the chance to collaborate.
- Understand how to create a great customer service experience.
- Have a focus on quality and take pride in your work.
- Are open to learning new things (especially the latest beverage recipe!)
- Are comfortable with responsibilities like cash-handling and store safety.
- Can keep cool and calm in a fast-paced, energetic work environment.
- Can maintain a clean and organized workspace.
- Have excellent communications skills.

From free coffee to competitive pay, Starbucks is proud to offer a comprehensive compensation and benefits package to our eligible part-time and full-time partners. Benefits include tuition reimbursement, health coverage with a variety of plans to choose from, and stock & savings programs like our equity reward program, Bean Stock. What's more, Starbucks offers flexible scheduling and opportunities for paid time off. Visit [starbucksbenefits.ca](http://starbucksbenefits.ca) for details.

### Summary of Experience

- Good news! No previous experience is required.

### Basic Qualifications

- Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation
- Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays
- Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation
- Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication
- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients
- Available to perform many different tasks within the store during each shift

### Knowledge, Skills and Abilities

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships

# Example: Barista at Starbucks

## Barista

Concession Attendant

2018-2020

Central Memorial Junior High School

- Served customers snacks and cold & hot beverages at sporting events
- Responded to clean-up requests in a timely manner
- Counted and reconciled till at end of my shift
- Promoted to supervisor and oversaw team of 3 students





Why do we go  
to all this  
trouble to  
customize?

# Get past Applicant Tracking Systems (ATS)



## Join our Talent Network

Thank you for your interest in this opportunity with GoodLife Fitness!

Please complete the form below to join our Talent Network. You'll receive a weekly update of upcoming events and information about working at GoodLife Fitness.

\*First Name

\*Last Name

\*Primary Email

\*Area of Interest

Club Services  
 Customer Service  
 Fitness Advisor (Sales)  
 Group Fitness

Resume

No file chosen

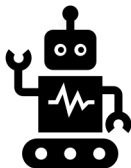
\*It's ok if a recruiter contacts me with open jobs or career information?

- Yes  
 No

Sign Up for Job Alert Emails [Show Search Criteria](#)

Save & Continue

Skip & Continue



**The application process will begin on the next page.**

The apply process will take about 10-15 minutes and consists of 7 steps:

- Entering contact information
- Answering four questions (optional)
- Completing a questionnaire
- Entering a cover letter and resume (or uploading your cover letter/resume, if uploading, it must be .doc, .docx, .txt, .rtf, .pdf format)
- Attach any other documents (certifications etc.)
- Review your application
- Submit

You will receive a confirmation email that we have received your application.

Connect with Us!



Copyright GoodLife Fitness © 2016 | [Accessibility](#) | [Privacy Policy](#)



# Hiring Managers

Guess the  
average #  
of seconds  
spent  
screening a  
resume?





# Highlights of Qualifications (or Summary)

# Highlights or Summary of Qualifications

- Opportunity to highlight the key skills *they* are looking for
- Be Intentional – do not include irrelevant information
- Match these to the job posting

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- Ability to build relationships

# Example: Barista at Starbucks

**Barista**

## Justin Bieber

---

780.444.0999

jbiebs@gmail.com

### Highlights of Qualifications

- Strong people skills
- Excellent communication skills
- Committed to delivering high level of customer service
- Passion for coffee (or people)
- Ability to manage multiple tasks
- Able to perform in a fast-paced environment
- Team Player - High performance Track athlete
- Ability to perform in front of large audiences

### Concession Attendant

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Intelligence Specialist / Security & Surveillance

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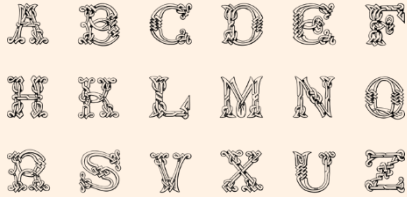
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(F

# Resume Appearance

What does your  
resume look like?

Resume  
Writing

# Resume Appearance



## Font Styles

Use clean, modern-looking fonts such as Calibri and Arial.



## Length

2 pages maximum  
(start dropping  
experience after 2  
pages)



## Visually Appealing

White space, spacing  
between lines and  
paragraphs.



# A note about those fancy templates



**Rufus Stewart**  
Marketer & Creative

I'm a very extroverted person who likes to connect with people. I love creating effective marketing campaigns for

**experience**

**Digital Marketing Lead**  
Created and managed digital campaigns for top clients. Increased two clients' presence and customer interaction.

**Junior Digital Marketer**  
Contributed ideas for digital marketing campaigns and responsible for contacting blogs for features and reciprocal links. F, full marketing point person.

**education**

**Digital Marketing Certificate Course**  
Final Output received a grade of 98% and awarded most innovative marketing campaign. Part of the Top 5% of the class\*  
Norgren College  
May 2011 - Aug 2011

**Bachelor of Arts in Marketing Communications**  
Graduated Cum Laude  
Editor-in-Chief, NCU Daily News  
President, Norgren City Uni Student Council  
GPA: 3.57  
Norgren City University  
Sep 2007 - May 2011

**reference**

**Clementine Smith**  
Accounts Manager,  
KV8 Digital Marketing Co.  
Cell: 123-456-7890

**Chris Williams**  
Accounts Manager,  
KV8 Digital Marketing Co.  
Cell: 123-456-7890

www.resumeexamples.com

Any idea why?



**Brigitte Schwartz**  
Fashion Designer

About me  
I am a creative fashion designer with a passion for practical and stylish clothing. I have a strong background in technical construction and textile design.

**Career History**

**Fashion Designer**  
Park Design Group | July 2016 to Present

- Assists the Design Director in creating and developing concepts for fashion collections
- Collaborates with fellow fashion designers and production staff

**Junior Designer**  
Aurora Fashion Designs | 2016 to 2016

- Assisted in the development of fashion designs for the women's wear division
- Conducted research on fashion trends and styling and production techniques

**My Education**

**BA in Fashion Design**  
Whitson Fashion Institute | 2016

- One of the Top 5 Senior Projects of 2016
- Member, 2014-2016, Whitson's Fashion Design Students Association
- Writer, 2013, Institute Newsletter

**High School Completed**  
Beechdown High School | 2013

- Graduated with Academic Honors
- President, 2013, Beechdown High Young Designers Club
- Features Writer, 2010-2012, Beechdown High Newspaper

**Skills & Competencies**

- Fashion Illustration
- Trend Forecasting
- Textile Design
- Technical Design
- Draping and Ruching
- Flat Pattern Making

**Work With Me**

**Mobile**  
123-456-789

**Address**  
123 Angstrom St., Any City, State

**Mail**  
hsh@brigitteexamples.com

- They don't pass the ATS
- Not recommended for most professional jobs
- Creative roles: you can post these on your website or email them along with your portfolio (when you're certain that a real person will see your documents)
- Not advisable to include your headshot (unless you're a model or actor)

Images from Canva.com

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## Accomplishment Statements (Bullets under each role)

What value do you bring to  
the organization?

Resume  
Writing

# Who would you hire? Why?

Who  
would  
you  
hire?

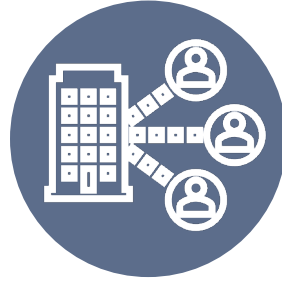
- 1 • Responsible for all marketing campaigns and social media channels
- 2 • Managed the company's social media channels (Instagram and Facebook) for marketing campaigns
- 3 • Spearheaded a marketing campaign using targeted ads on Instagram and Facebook that increased market share by 20% in 8 months

# Who would you hire? Why?

Who  
would  
you  
hire?

- 1 • Delivered stuff to customers
- 2 • Delivered warm food and beverages to customers in a timely manner
- 3 • Delivered over 1,000 warm food and beverage orders by bicycle within a 20 minute deadline. Rated 5/5 on customer satisfaction reviews.

# Accomplishment Statement Formula



## What?

Use an **action verb**  
to start (Problem)

*Delivered custom food  
orders...*

## How?

Brief **description**  
of what you did

*...on a bicycle within tight  
timelines...*

## So What?

Quantify or qualify  
for **Impact**

*...on time and high  
customer satisfaction ratings*



# Accomplishment Statement Writing Tool

Action Verb	What you did	Details	Results – Added Value
<b>Designed</b>	...an inventory management program...	...within 1 month...	...that eliminated counting merchandise twice.
<b>Mentored</b>	...a team of 3 up and coming athletes	...hosting bi-weekly cross training sessions...	...which boosted performance results by 20%
<b>Improved</b>	?	?	?



Who would like to work with me?



Always write a  
cover letter



## Once your resume is done

Write a cover letter to tell the story about why you want the job and link all of your experience together.

This is where you can explain how you developed your strong work ethic and dedication etc.

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## Managing your Resume

Practical tips on file types, emailing your resume, and tracking your applications

## Resume Writing

# Managing your Resume & Applications



## File name & formats

...

File name should include your full name.

Pay attention to different formats (docx, PDF, txt, rtf)



## Read instructions carefully

...

Do they ask to send cover letter & resume in one file?

Be prepared to fill out ATS fields.



## Keep records of all applications


...

Save all Job Descriptions!

# Emailing your Resume

## Option 1: Include your Cover Letter in the body of the email and attach your Resume

Clear  
subject line



Subject: HR Business Partner Position - Req. 10578

File name  
with Job ID

 Candidate full name - HRBP - Req. 10578.docx  
183 KB

Send as Adobe Document Cloud link [Yes](#) [No](#)

SOAR  
stories

Dear Ms. Smith,

I'm pleased to send you my resume for the HR Business Partner role advertised on your company website.

With my 10+ years of progressive experience in all areas of Human Resources in the manufacturing and oil & gas sectors, coupled with my exposure to the Total Rewards function, I am an excellent fit for the role and your company. In addition to the accomplishments you'll see on my resume, I can provide the following examples that added value in my most recent roles:

- As a Senior HR Generalist at ABC Company, I was considered a trusted advisor to senior managers of all business lines to build a talent pipeline in preparation for the upcoming retirement of key field engineers. I helped them strategize talent attraction through targeted outreach to professional associations in 4 provinces, build new competency models for the selection process, and structure the compensation plans for those roles in collaboration with the finance team. My recommendations were fully applied and enabled to have a solid talent pipeline for the next 2-3 years.
- In my role as HRBP at XYZ Inc., I designed a leadership training program for 350 employees in partnership with the executive team and a learning provider. As the main point of contact, I managed the end-to-end implementation of the program in 6 months, which yielded positive results in terms of increased employee engagement and leadership skills. The employee engagement surveys showed an increase of 8-10% in all satisfaction levels year on year.

You'll find that I'm an enthusiastic and open-minded individual that deeply cares about employees' development to not only help people grow but also ensure the attainment of business results.

I would welcome an opportunity to interview with you at your earliest convenience. I look forward to hearing from you.

Thank you in advance for your time and consideration.

Sincerely,

Candidate Full Name  
Senior HR Professional  
647-XXX-XXXX | [LinkedIn URL](#)

Note: there's no BRB,  
ATM, TVM, text talk

Signature  
with contact  
info



# Emailing your Resume

## Option 2: Send a brief note and attach your Cover Letter and Resume

*\*This is a "cold email" (no job ad) but you can use a brief note for any application.*

Subject line refers to future opportunities

The screenshot shows an email composition interface. At the top left is a 'Send' button with a paper plane icon. To its right are 'To' and 'Cc' fields, both containing 'HR VP'. Below these is a 'Subject' field with the text 'HR opportunities at Company X'. An attachment is shown as a PDF icon with the text 'Candidate full name - HR Professional.pdf' and '70 KB'. To the right of the attachment is a button that says 'Send as Adobe Document Cloud link' with 'Yes' and 'No' options. The main body of the email contains the following text:

Dear Ms. Smith,

Our contact in common, Jim Jones, has suggested to send my information for future opportunities in Human Resources at [ Company X ].

In the attachment you'll find my resume stating my accomplishments and a cover letter explaining my motivation to work for you.

I would welcome an opportunity to discuss with you at your earliest convenience. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Candidate Full Name  
HR Professional / Business Partner|  
647-XXX-XXXX | [LinkedIn URL](#)

Handwritten annotations in blue ink include: 'Subject line refers to future opportunities' with a line pointing to the subject field, and 'Stating how he got the contact info and what he's sending' with a line pointing to the first two paragraphs of the email body.

Stating how he got the contact info and what he's sending

# Emailing your Resume

## Text talk

To

Cc

hey

Hey Kristie,

My bf Jordan told me about this job. I'm v interested in working w Starbucks as anyone would ofc.

Here's my resume. I'm not working atm, bc I'm training rn.

lmk if i get the job. pls.

thx

Sam

Includes all communication  
with a potential employer



How can I  
boost my  
chances of  
getting a job?

# Use your network







# Managing Your References

# Your References

- Select **2-3 professional references** (this can be a teacher, guidance counselor or a coach)
- Ask for their **permission**
- **Send them** your resume and job description
- **Prepare/Remind them:** who may call, the company and the role
- Have **list available** at interview
- **Thank them** afterwards





# Template for submitting References

Same heading as  
the Resume and  
Cover Letter

## Client Name

Toronto, ON • 226-000-0000 • you@provider.com • linkedinURL

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### REFERENCES

**Name & Title:** Sharlene Wallace, Program Director @ RBC

**Email Address:** [firstname.lastname@RBC.ca](mailto:firstname.lastname@RBC.ca)

**Phone Number:** 518-000-0000

**Relationship to me:** Sharlene was my direct supervisor at RBC from 2011-2019.

Relationship to them,  
plus qualities and  
skills they know  
about you

**Name & Title:** Asheef Wallace, former CFO @ The Best Zoom

**Email Address:** [firstname.lastname@thezoo.ca](mailto:firstname.lastname@thezoo.ca)

**Phone Number:** 516-000-0000

**Relationship to me:** Asheef was the former CFO at The Best Zoo and oversaw the large systems implementation that I supported. Asheef is currently retired but is happy to provide a reference.

**Name & Title:** Dr. Wendy Carr, Course Instructor, University of Toronto

**Email Address:** [firstname.lastname@UofT.ca](mailto:firstname.lastname@UofT.ca)

**Phone Number:** 512-000-0000

**Relationship to me:** Dr. Carr taught the following courses and evaluated my competencies in each area. Advanced Financial Accounting, Advanced Excel for Finance

# Concluding Thoughts

## Customize

Tailor your Resume for each role; use company/sector language



## Network

Speak to people who are currently working there and people who know people...



## Format

Keywords and plain format are critical if you're uploading your Resume.



## Think Ahead

Be mindful of what you're posting online... Would I want my grandmother to read/see this?

# Next Steps for You

1

## Brainstorm your Accomplishments

Go over your work/volunteer history in detail.

...

*Identify specific results and write them down.*

2

## Select Job Descriptions

Print them out and highlight keywords.

...

*Identify keywords and put together statements that match them.*

3

## Work on your Resume

Include all your relevant accomplishments.

...

*Have someone proof read it for errors or spelling mistakes so it doesn't look like this*  
*gaps*

# Questions?

What will you do  
starting tomorrow?

