

Creating A Professional Resume: An Interactive Tutorial

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Workshop Goals

- * Learn intermediate Microsoft Word skills for resume creation that can be imparted to students, making them more employable in an increasingly technological world
- * Learn strategies for developing content, particularly for students with little or no work experience



Workshop Agenda

I. Intros

II. What are Employers Looking For?

III. Microsoft Word Tutorial

IV. Content Development

V. Q&A



What Employers Want

- * Attention to detail
- * Consistency
- * Easy on the eyes
- * Purpose-oriented content



How Good Are Your Resume Eyes?

Examine the two resumes found in your packet and look for two things:

- 1) What errors do you see on these resumes?
- 2) What do you think looks correct in these resumes?



MARK K. RODRIGUEZ

1414 Park Avenue, Apt. 12G, New York, NY 10030

(555) 331-1156 nychomeboyz@gmail.com

Separate lines

Professional email

OBJECTIVE

~~To obtain a part-time or full-time position in as a rapper in the music industry.~~

EDUCATION:

Too Cool for School GED Plus, New York, NY 09/2012- Present
~~Expected graduation date is June 15, 2013~~

WORK EXPERIENCE:

Student Volunteer at P.S.33, Bronx, NY 12/2011-02/2012

- ~~assisted~~ students grade 1 to 5 with their homework
- helped students taking practice test in the computer lab
- led students outside of the school building for dismissal

SKILLS:

Excellent communication skills, very good computer skills, very good repair and carpentry skills, awesome rapping skills.

Be specific

~~References Available upon Request~~



Mr. Cool

555 South 12th St.
Brooklyn, NY 11211
555-467-4107
mrcool@gmail.com

OBJECTIVE

To obtain a position that will allow me to use my physical abilities as well as helping the company maintain organizational standards. I have a friendly and energetic personality which will maximize customer satisfaction.

EDUCATION

GED Plus at Community Prep

November 2012

GED Certificate

SKILLS SUMMARY

- Bilingual (English & Spanish)
- Proficient in Microsoft Word
- Excellent Customer Service Skills
- Effective Verbal & Writing skills

JOB EXPERIENCE

AEROSOLES

Sales Associate

October 2011 - Present

Manhattan, NY

- Assist customers in finding shoes in order to make sales
- Keep sales floor clean to present a positive image
- Organize stock room to make inventory easy to find

TROPICAL RESTAURANT

Host

March 2012 - August 2012

Queens, NY

- Responsible for making the customer feel welcome as well as sitting them down at open tables
- Maintained the cleanliness of the restaurant for a good environment for all customers
- Kept dishes clean during all hours of the day
- Helped other employees with big orders
- Took out the trash during closing time

JOHNNY ROCKETS

Host

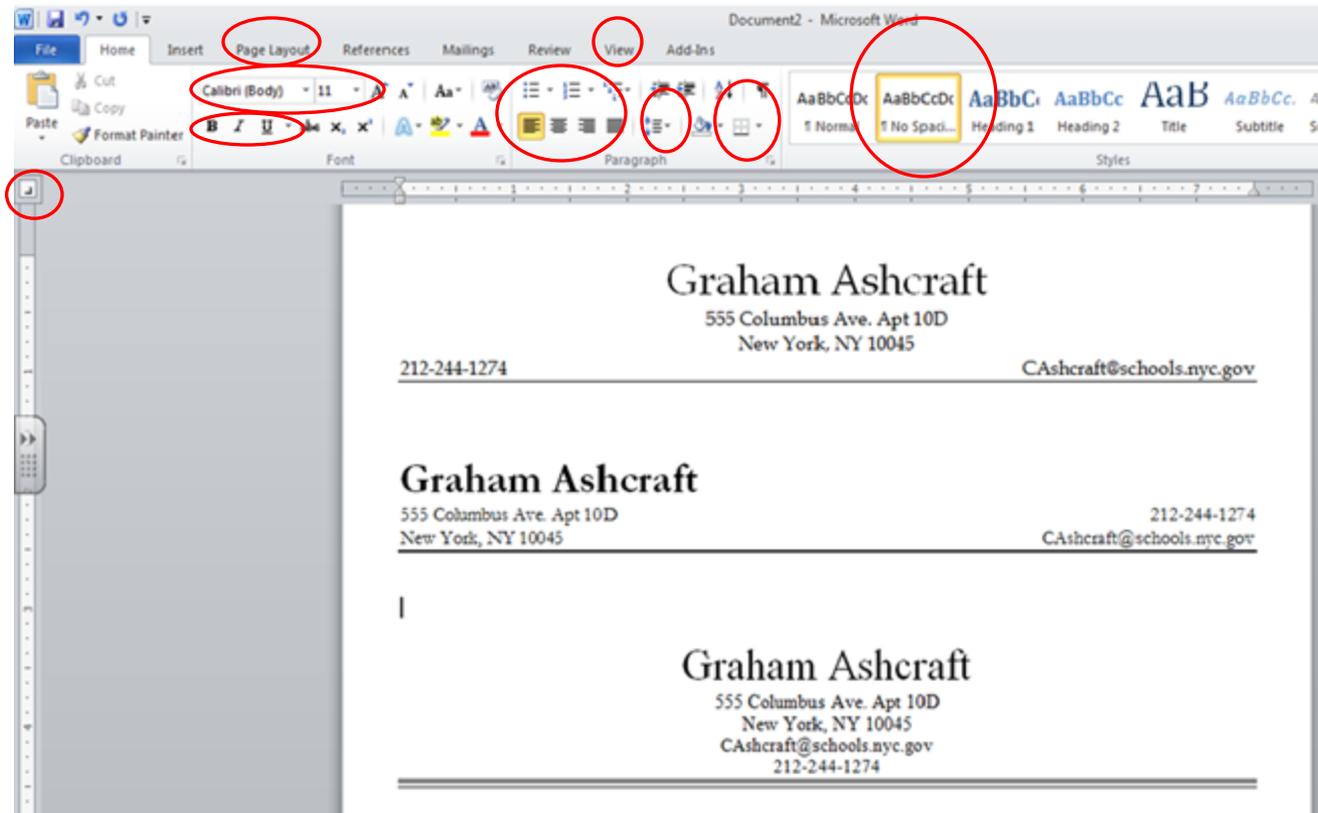
Douglasville, GA

November 2011 - January 2012

- Responsible for making customers feel welcome and seating them at open tables
- Maintained the cleanliness of the restaurant for a good environment for all customers
- Kept dishes clean during all hours of the day
- Helped other employees with big orders



The Skills



Resume Time!



Content Development

* DETAIL

* DETAIL

* DETAIL



Content Development

- * A.S.P. Formula
 - * **A**ction Verb, past tense
 - * **S**kill or experience used/learned
 - * **P**urpose or outcome

Ex. Created sign-in policy for new employees to increase attendance.



Content Development

- * Avoid using same action verb too many times
- * List experiences in chronological order, most recent first
- * City or Borough, ST NOT Neighborhood, ST
(Ex. Brooklyn, NY 10025)
 - * Physical addresses not needed
- * Do not include an “Objective” – instead can replace with “Skills Summary” or “Skill Highlights”



Creating Something Out of Nothing

1. Find a partner
2. Read the ‘Developing Content Scenarios’ page and write “resume-worthy” content from at least two of the descriptions listed.
3. Use Microsoft Word to practice your new skills
4. What additional questions could you ask to get more resume content from these students?





Thank YOU!