Creating a Modern Resume

Start by finding job ads that interest you

Research the companies you apply to!

▶ Check out their website

▶ Find news/press about the company

▶ Who is the contact person or hiring manager?

▶ What project is the company currently working on?

▶ What is the company's culture?

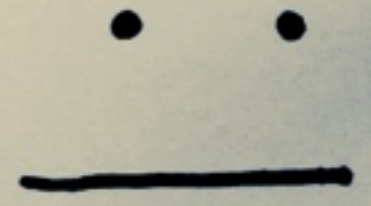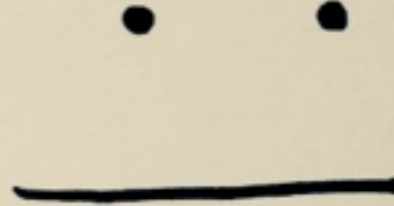▶ How will your resume show that you fit into that culture?

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Make a resume template that includes your basic education and work history

Make a unique version of that resume for each job you apply for, based on how your skills fit the job requirements of each specific position
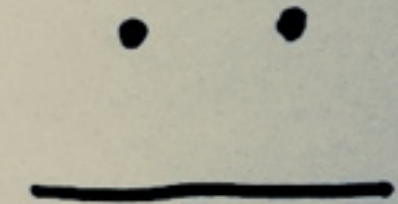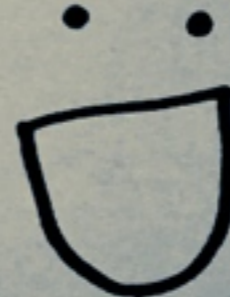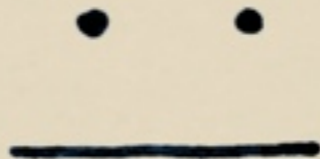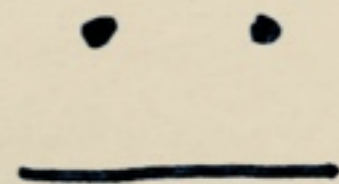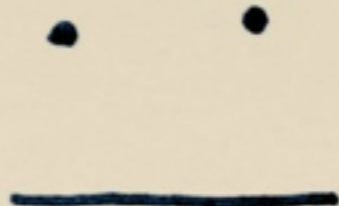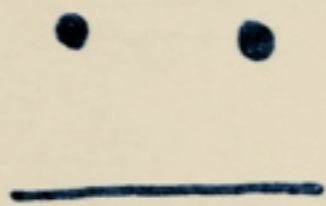
Look for keywords in each job ad

Do these keywords describe your skills or your past job experiences?

If so, use these words in your resume!

Monday, April 23, 2012

What does
the company
need/want?

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Your resume should show how you fit the needs/wants of potential employers

I AM...

- ▸Modern resumes usually don't include an objective statement

- ▸Instead, use a profile summary

- ▸The profile summary shows who you are as a professional

- ▸Include your accomplishments

- ▸Remember, you are marketing yourself to potential employers

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Aim for Readability

▸ Hiring managers will look at your resume for less than one minute!

▸ Use bullets and phrases rather than complete sentences

▸ Avoid the first person- don't use "I"

▸ Use bold and italics to highlight important sections

▸ Try to keep your resume to one page in length

education project dependable professional work coordinated reliable industry manager ment coordinator experience secretary managed creative team

Recent graduate or still in school ?

List education first, then work experience

List relevant school projects as experiences

Focus on technical skills summary

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Scannable Resume?

▸Some companies electronically scan resumes for keywords mentioned in the job ad

▸Make sure to include those keywords or your resume may never be seen by an actual person!

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Online Application?

▸ Submitting your resume in an online application can remove formatting, making it hard to read

▸ Create a version of your resume with no formatting just for online submission

Finishing Touches

- ▸ Check for spelling errors and typos

- ▸ Check for proper grammar

- ▸ Assure that contact info is accurate

- ▸ Print on high quality paper

- ▸ Assure that dates are correct

Online Resources

Blue Sky Resume Examples

Full Sail Career Development

Purdue Owl Resume Workshop

University of Minnesota Resume Tutor

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For More Help...

Make an appointment with the Writing Center by emailing us at writingcenter@fullsail.com

Visit Career Development during open door days on Wednesday from 11:00am-2:00pm for tips on writing resumes for your specific degree track