



WELCOME TO HYBRID TECHNOLOGY TRAINING'S RESUME WRITING COURSE

In this course we will master the presentation of you on paper. The visual presentation of the written word is vital to future employment and job placement. We are here to help make your classroom and future work experience as rewarding as possible by equipping you with the relevant knowledge, skills and understanding required by industry to thrive in our technologically evolving society.

Thank you for taking the time to invest in yourself through education and this program. You have made a great decision.

The Resume Writing Workbook is designed to enhance your learning experience and to provide you with an easy-to-reference tool upon completion of your hybrid technology training. Simply fill in the blanks as you complete each section of the course. This is an interactive course. Be sure to interact with the instructor and your classmates as required during the instruction.

Please keep in mind that the contents of this course are for educational purposes only and are not intended as legal advice. Consult with your own legal counsel for specific legal advice if and when warranted.



CREATING AN EFFECTIVE RESUME

There is a difference between writing a resume and creating an effective resume. While identifying education, skills and work experience on paper gets the job done. The reality of a resume is that it represents the applicant in the absence of the applicant. It paints a picture in the mind of the recruiter about the applicant's abilities, work habits and potential in lieu of a conversation and/or face-to-face meeting. It has the ability to capture the attention of the reader and provide visual input as if the applicant were standing right before their eyes.

Effective resume's must be accurate, meet the requirements of the job announcement and provide the best representation of the applicant in their absence.

PURPOSE OF A RESUME

1. Employer Screening Tool
2. Marketing Tool That Sells You
3. Key to Getting the Job Interview
4. Summary of how you can contribute to the company



RESUME FORMATS

1. Chronological Resume
2. Functional Resume
3. Combination Resume
4. Targeted Resume
5. Other Types of Resumes

CHRONOLOGICAL RESUME

1. Focuses on work history with most recent position first.
2. Used by individuals with a steady work experience.

ADVANTAGES:

- Widely used format
- Logical flow, easy to read and prepare
- Outlines growth in skills and responsibility

DISADVANTAGES:

- Emphasize gaps in employment and frequent job changes
- Not suitable if you have no work history
- Emphasizes employment but not skill development

BEST USED BY: Individuals with steady work record



FUNCTIONAL RESUME

1. Focuses on skills and experience. Skills are grouped into functional areas.
2. Used by individuals who have developed skills from other than documented employment, and who may be changing careers; with gaps in employment. Also used if there is no previous employment or frequently changed employment.

ADVANTAGES:

- Emphasizes skills rather than employment
- Organizes a variety of experiences (paid and unpaid)
- Disguises gaps in work record

DISADVANTAGE:

- May raise a red flag to employers due to lack of information about specific employers and dates

BEST USED BY:

- Individuals with skills from other than documented employment
- Individuals who may be changing careers
- Individuals with no previous employment
- Individuals with gaps in employment



- Individuals who have changed jobs frequently

COMBINATION RESUME

1. A combination of the chronological and functional resume formats
2. Used by those in transition or changing a career; having grown in skills and responsibility; pursuing the same or similar type of work; re-entering the job market

ADVANTAGES:

- Highlights most relevant skills and accomplishments
- De-emphasizes employment history n less relevant jobs
- Combines skills developed in a variety of jobs/activities
- Minimizes employment gaps

DISADVANTAGES:

- May be confusing to employer if not well organized
- De-emphasizes job tasks and responsibilities
- Takes more effort to prepare

BEST USED BY:



- Career changers or individuals in transition
- Individuals pursuing the same or similar work as worked in the past
- Individuals reentering the job market
- Individuals who have grown in skills and responsibilities

TARGETED RESUME

1. Customized to a specific job, and is written specifically to meet the employer's need
2. Used by all as any of the formats can be made into a targeted resume

ADVANTAGES:

- Personalized to company and position
- Shows research
- Written specifically to employers needs
- More impressive to employers

DISADVANTAGES:

- Time consuming to prepare; revised for each employer
- May be confusing if not well organized
- Emphasizes employment but not skill development



BEST USED BY: Everyone

OTHER RESUMES

1. Federal (specific to federal government jobs), Curriculum Vitae (medicine, academia and some senior level positions) and Hybrids that are tailored to specific job openings
2. When requested, always use the format provided by the organization or industry of employment; do not improvise

TRADITIONAL PAPER RESUME

A printed document that can be mailed or hand delivered to a job fair, interview or mail/fax in response to a job announcement.

TIPS:

- Professional look and feel; white space for readability
- Use 8-1/2 x 11" paper, 1 to 2 pages



- Keep margins 1” wide at sides and bottom; reduce the margins if extra space is required to reduce resume overall length, but do not make them smaller than 1/2”
- Font: Arial, Tahoma, Times New Roman, Verdana
- Font Size: 10 to 12 points
- Font Styles: highlight key areas with bold, italics and capitalization
- Paper Color: white, light gray or ivory
- Proofread and Spell Check
- Place name and a page number on the top of all subsequent pages of your resume
- Writing Style: Always write in the First Person (Do Not Use “I”)

SCANNABLE RESUME

A document that may be electronically submitted to an employer, or in person.

Allows for the employer to easily add you to their database and verifying experiences through key words that match their criteria.

TIPS:



- Plain resume scanned for key word search (DO NOT USE highlights – bold, italics, underlining, graphics, etc.)
- Page Length: 1 to 2 pages
- Font: Arial, Times New Roman
- Font Size: 11 points
- Left justify the entire document
- Writing Styles: spell out symbols such as &, \$, %
- Paper Color: print out on clean white paper and mail to employer
- Avoid vertical and horizontal lines, graphics, and boxes/tables
- Avoid using special characters such as bullets.
- Avoid punctuation as much as possible. The computer might not recognize a word with a comma or period after it. If you must have punctuation, be sure it does not touch the word.

Resumes Sent By Email

- Same as printed resume type
- Microsoft Word most common – save as Rich Text Format (RTF) unless employer requests otherwise

ELEVATOR PITCH: Verbal representation of yourself in 30 seconds.

1. Prepare
2. Practice



3. Say IT with Confidence

- 30 second explanation of you
- A speech that summarizes
 - who you are
 - what you do
 - why you are the best candidate or what you're looking for
- Vision of your resume (short version)
- Tailor to interviewer and not to you

RESUME KEY SECTIONS

1. Contact Information consists of the following:

- Name
- Address
- Phone Number
- Email Address

2. Summary of Qualifications

- Highlights skills
- Paragraph or bulleted list form
- Include your security clearance level, if applicable
- Don't be modest: TRUTHFULLY brag about your greatest accomplishments using action verbs



3. Experience

- Identify your skills and accomplishments
- Select the skills that identify with the job requirements
- Write an accomplishment statement
- Start with action verbs (past tense for previous jobs and present tense for current jobs)
- Use measurable terms when appropriate (\$, %, # or examples)

4. Employment History

- Chronological – Dates, position, location and experience
- Functional – will not include your employment history
- Combination – Dates, position and location
- Targeted – Uses any of the other formats tailored to the objective statement

5. Education/Training - Write down everything that you accomplished in a specific job:

- positive, measurable accomplishments (specific and quantifiable)
- skills
- equipment operated
- computer software ran
- number of employees supervised



- recommended and implemented improvements to a process, system and/or an entire organization
- Include specific honors (graduated Cum Laude, with honors, distinguished graduate, etc.)
- Include your grade point average (GPA) if it presents you in a positive manner
- Include certifications, licenses and courses that are pertinent to position being applied for

WHAT NOT TO INCLUDE IN A RESUME

- Marital Status
- Age
- Salary
- Religious or Political Views
- Name, Age and Number of Children
- Social Security Number
- Race
- Hobbies
- Height, Weight
- Previous Employer Derogatory Information
- False Information



RESUME REVIEW

Review the resume for accuracy and completeness prior to submission

- ✓ Order of Content
- ✓ Completeness
- ✓ Relevance
- ✓ Language
 - Grammar
 - Word Choice
 - Spelling
 - Punctuation
 - Typos
- ✓ Layout (is the resume appealing to the eye)
- ✓ Consistency

COVER LETTER

- Not longer than one page
- Same fonts as the resume
- Paragraph style; complete sentences
- Include name, address and telephone number
- Make it personal to a specific person within the company



- Add salutation
- First sentence should contain job title and where you saw the ad
- Open with an attention catching sentence that is clear as to why you're the best person for the job
- Each letter must be specific to the job
- Describe your skills as they relate to the job
- Focus on the employers needs
- Be brief and use action verbs to describe accomplishments
- Always type and proofread before sending out
- Add signature block and always keep a copy
- Politely request for a response/interview

RESUMES REPRESENT YOU IN YOUR ABSENCE

1. Answers whether or not you have what it takes to meet the employer's need
2. Highlights your skills and abilities through past performance and accomplishments
3. Key to getting an appointment for an interview



HYBRID TECHNOLOGY TRAINING

PRINCE GEORGES COMMUNITY COLLEGE



CONGRATULATIONS



You have completed our Resume Writing course. Best of luck to you on the Embedded Assessment.

We look forward to working with you again as you complete the Soft Skills portion of the Hybrid Technology Training course. Please contact us if we may be of further assistance.

Hybrid Technology Training Team