



RESUMES THAT WORK

NOVEMBER 17, 2021



TYPES OF JOB QUALIFICATIONS

Essential
 Asset
 Operational
 Organizational

DEMONSTRATE YOUR KEY COMPETENCIES

Describe your knowledge, skills and attributes related to the job qualifications.

- **Knowledge** - information about a specific content area
- **Skills** - ability to perform a task through practice and experience
- **Attributes** - personality characteristics

PURPOSE OF A RESUME

- Presents point form summary of knowledge, skills, and experience
- Shows a match between you and the job criteria
- **“Sells”** your unique qualities and skills **so you stand out from the competition**

DIFFERENCE BETWEEN RESUME AND CV

RÉSUMÉ	CURRICULUM VITAE (CV)
<ul style="list-style-type: none"> • Emphasizes skills and experience • For positions in industry, non-profit, and public sector • No longer than 2 pages, with an additional page for publications and/or poster presentations (if highly relevant to the job) • Leads with work experience with education section at the or near the end (depending upon qualifications) 	<ul style="list-style-type: none"> • Emphasizes academic accomplishments • For positions in academia, fellowships, and grants • Length depends upon experience and includes a complete list of publications, posters, and presentations • Always leads with education and can include name of advisor and dissertation title or summary

	RÉSUMÉ	CURRICULUM VITAE (CV)
What is it?	A summary of your experience and skills that are most pertinent to the advertised position.	A full list of your professional and educational history.
When do you use it?	Every other type of job outside of academia and research science.	Academic positions and research positions in government and industry.
How long is it?	1-2 pages only. 2 pages only for senior-level positions.	Usually many pages; length is not important.
Do you include publications	Even a partial list of publications is rarely included.	A full list of publications is essential.
How important is style and layout?	Style and content are important. Bad style is a liability.	Style not so important Content is what matters most.
Should I modify it for each specific job?	Resumes should be adapted to fit each specific job to which you are applying.	CVs do not need much alteration to fit each specific job opening

Where the CV is a summary of the entirety of your experience, a resume is a summary of those certain aspects of education and job experience that are relevant for the job position.

RESUME CONTENT

- Contact Information
- Summary
- Skills
- Professional Experience
- Education
 - Formal
 - Professional Development
- Volunteer Work
- Memberships/Associations
- Awards

BUILDING BLOCKS TO WRITE ACCOMPLISHMENT STATEMENTS

SKILL+HOW+IMPACT

Skill from job ad...by...resulting in...

Use this formula for writing complete accomplishment statements. Once mastered, you can then mix it up: change the order and add or remove detail as needed.

TIPS FOR WRITING ACCOMPLISHMENT STATEMENTS:

Demonstrate how you can help future employers

- Focus less on your job duties and more on what you actually accomplished.
- Start your **statements** with impactful language, such as action verbs.
- Use quantitative measurements when you can, with an emphasis on tangible results.
- Focus only on skills and experiences that are relevant to the job you're seeking

EXAMPLES:

Effectively trained and coached 15+ new employees in 2020 on new procedures to manage complaints increasing customer satisfaction by 25%.

Over 6 months, built strong relationships with team of 8 employees by scheduling weekly team check ins and monthly individual meetings to discuss projects and goals resulting in a higher level of trust, cooperation and team cohesion.

Organized 3 new fundraising activities for the United Way Campaign increasing donations by 7% from previous year.

ACTIVITY: ACCOMPLISHMENT STATEMENTS

Create Accomplishment Statements for your tasks or skills.

COVER LETTER

- Must be fully customized for each job application
- Highlights your most significant skills related to the position
- Demonstrates your ability to write effectively

HOW TO FORMAT YOUR COVER LETTER:

- Introduction: Polite greeting that addresses the hiring manager or recruiter directly
- Body paragraph #1: Who you are and why you're passionate about this job
- Body paragraphs #2 & #3: Details about your experience and what you can bring to the table
- Body paragraph #4: Call to action and follow up directives
- Signature: Sign off with a respectful closing and your name

Try to keep cover letter to one page unless need to dedicate an extra paragraph for a particular topic.

What is included within each body paragraph will depend heavily on the job that you're applying to, where you are in your career path, and any specifics that an employer has asked for within their job description.

You'll also want to tailor your writing to discuss any specific needs, skills, and circumstances that 2020 has shone a light on, but again, the specifics of this will depend on your individual circumstances.

Check grammar, punctuation, accuracy, and flow of information. Show your ability to summarize and be concise as well as attention to detail.

Ultimately, where the Resume is the validation of your qualifications, the Cover Letter is your pitch and introduction to show how the position aligns with you.