



# Résumé Development (1 Day)

**COURSE GOAL:** Students should be able to create a resume that will land them interviews.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course, the students will be able to:

- Approach the creation of a résumé with an understanding of what they should and should not include.
- Properly consider their own objectives when creating a résumé.
- Judge what sort of formatting and physical alterations they may need to make to their résumé.
- Send their résumé to the right people to get their attention.
- Develop various letters used in the application and interview process.

**KEY TOPICS:**

**I. Introduction: Writers Make Choices**

- A. Why Sometimes You Can Do Everything Right and Still Get No Invitation to an Interview
- B. Pay Attention to Items Within Your Control
- C. Less Is More
- D. Twelve Things You Can Do Without

**II. Common Concerns**

- A. Are You Sure of Where You Want to Work?
- B. Are You Sure of What You Want to Do?
- C. Résumé Length
- D. Chronological or Functional Résumé?
- E. Employment Gaps
- F. Include Interim Jobs?
- G. Self-Employment
- H. Job Hopping

**III. Presentation: The Reader Sees More Than Words**

- A. Paper
- B. Ink
- C. Margins
- D. Spacing
- E. Font
- F. Boldface
- G. Italics
- H. All Caps
- I. Underlining

**IV. Even the Simplest Items Send Messages to the Reader**

- A. Your Name
- B. Your Address
- C. Your Phone Number
- D. Your Fax Number
- E. Your E-Mail Address

**V. Sell Your Skills and Experience—Always with the Reader in Mind**

- A. Goal Section?
- B. Goals vs. Objectives
- C. Executive Summary Section?
- D. Give Readers a Reason to Believe
- E. Education or Work Experience Section First?
- F. “Work Experience” vs. “Professional Experience”
- G. Position Descriptions/Blurbs
- H. Sentences/Action Statements
- I. Verbs/Action Words
- J. Volunteer Experience Section
- K. Education Section
- L. Inventions, Published Works, Seminars Section
- M. Software Skills Section
- N. Language Skills Section
- O. Memberships Section
- P. References Statement?
- Q. Personal Information Section?
- R. Artwork, Photos, Decorative Borders and Line Art

**VI. Deliver Your Message the Right Way to the Right Places**

- A. Sending Your Résumé
- B. Job/Career Fairs and Reverse Job/Career Fairs
- C. Responding to Blind Ads

**VII. Cover Letters**

- A. Cover Letters in General
- B. Sample Response Letter
- C. The Unsung Hero of the Job Search: The Inquiry Letter
- D. Sample Inquiry Letter
- E. Informational Interview Request Letter
- F. Sample Informational Interview Request Letter

**VIII. The Final Three Pre-Interview Items: Salary**

**Requirements, Salary History, References**

- A. Request for Salary Requirements
- B. Request for Salary History
- C. Elements of Compensation for Salary History
- D. References

**IX. Marketing Yourself**