



# Résumé Development (1 Day) ST00127

**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. Common Concerns**

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

**II. 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

**III. 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

**IV. Sell Your Skills and Experience- Always with the Reader in Mind**

- A. Goal Section?
- B. Goal Vs. Objective
- 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. Membership Section
- P. References Statement?
- Q. Personal Information  
Section?
- R. Artwork, Photos,  
Decorative Borders, and Line  
Art

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

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

**VI. 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

**VII. 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