

# Resume Basics



Courtesy of Gail Borden Public Library  
and the Public Library Association

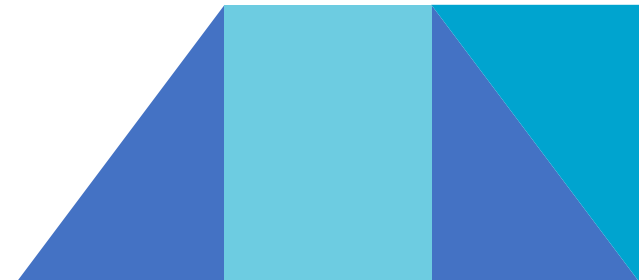
# Agenda

- Types of Resumes
- Format & Language
- Heading
- Objective vs. Profile
- Skills
- Education
- Work Experience
- Additional Sections

# The Resume

A resume is a way of selling a hiring manager(s) on the idea of interviewing you for a position you are interested in. It's a form of marketing.

It's important to bear this goal in mind: everything on your resume should be geared toward the singular purpose of getting a job interview.



# Types of Resumes

# Chronological

- Most traditional format
- Stresses consistent employment within a specific field
- Highlights promotions
- 1-2 pages in length
- Recommended for:
  - Those with solid work experience
  - Those who wish to show progression over the course of a career

[Your Name]  
[Street Address], [City, ST ZIP Code] [Phone]  
[E-mail] [Website]

**Profile**  
Include 2-3 sentences that highlight your strongest skills and abilities as pertinent to the position for which you are applying.

**Experience**  
Date of Employment : Date  
Company name  
City, ST

**Job Title**

- Job responsibility/achievement
- Job responsibility/achievement
- Job responsibility/achievement

**Education**  
Dates of Attendance : Start Date To End Date  
University/ College name City, ST  
Degree/Diploma Obtained

- Special Award / accomplishment or degree minor
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**Awards**  
Date  
Organization City, ST  
Details

**Special Projects**  
Date  
Organization City, ST

# Functional

- Stresses transferable skills and volunteer experience
- Minimizes gaps in job history
- 1 page
- Recommended for:
  - Those with limited or no work experience
  - Recent graduates
  - Those with large gaps in employment history

## Name

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Address, City, ST ZIP Code | Telephone | Email

## Objective

- Check out the quick tips below to help you get started. To replace tip text with your own, just tap it and start typing.

## Education

**DEGREE | DATE EARNED | SCHOOL**

- Major: Tap here to enter text
- Minor: Tap here to enter text
- Related coursework: Tap here to enter text

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## Skills & Abilities

### MANAGEMENT

- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

### SALES

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

### COMMUNICATION

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

### LEADERSHIP

- Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

## Experience

**JOB TITLE | COMPANY | DATES FROM - TO**

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

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# Format & Language

# QUESTION

How long do you think a person spends looking at a resume when he or she receives one?

**5 to 10 seconds**



# Formatting Considerations

- Overall readability
- Fonts
- Grammar & spelling
- Length
- Style
- Margins & spacing
- Paper/electronic format

# Language

- Use strong, brief descriptions that are action-focused  
*ex. Hired, trained, and managed production team*
- Use 3<sup>rd</sup> person objective voice  
*ex. Managed production team*
- Minimize abbreviations and jargon that need further explanation  
*ex. Member ISTE board*

# "Eye test"

Philip J. Schmitt  
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## PROFILE

A tactical, innovative, hands-on educator with teaching, instructional design and administrative experience in the collegiate, public school and public service systems. Expertise working with students from Kindergarten to college, particularly those with educational and environmental challenges. Skilled with numerous teaching and assessment strategies that create an interactive learning environment and engage students through active participation and real-life examples.

## PROFESSIONAL EXPERIENCE

Gail Borden Public Library, Elgin, IL 2014 - Present  
*Instructional Designer/Technology Trainer*

- Design and deliver digital literacy courses for adult library patrons
- Work with Technology Education Manager to assess community needs and develop new course offerings for the library
- Employ several instructional styles and assessment techniques to promote active learning
- Assist library patrons with technology questions related to software and devices
- Developed original content for *Gail's Toolkit*, an online portal for technology training employed in libraries across the United States
- Designed and delivered two four-part series on using LinkedIn and effective job search strategies to kick off Job Searching curriculum
- Worked with management team to re-design full range of Microsoft Office classes
- Provide specialized one-on-one and group instruction to participants with varying levels of technology proficiency

Westwood College, Woodridge, IL 2009 - 2014  
*General Education Professor*

- Created and implemented numerous synchronous and asynchronous curricula, educational materials and assessments for college courses
- re-designed courses based on adult learning principles to promote active learning and provide differentiated instruction opportunities
- Provided one-on-one remedial instruction to struggling students
- Developed and delivered presentations for faculty and staff to provide professional growth opportunities
- Campus representative and coordinator for Curricula Advisory Board
- Single point of contact for faculty, staff and student questions regarding updated online gradebook
- Re-designed and delivered online orientation for Westwood's virtual campus / Certified Online Instructor
- Awarded Faculty of the Year and Term multiple times throughout tenure

## Philip J. Schmitt

773-301-0273 | [pschmitt986@gmail.com](mailto:pschmitt986@gmail.com) | [www.linkedin.com/pub/philip-schmitt/50/67/685/](http://www.linkedin.com/pub/philip-schmitt/50/67/685/)

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### Key Accomplishments

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# Heading

# Components

- Headings include the following pieces of information:
  - Name
  - Phone Number
  - Email address
- They also may include the following:
  - Address
  - URL for LinkedIn profile, website, or portfolio

# Examples

**John R. Doe**

555-555-5555 | [jdoe@gmail.com](mailto:jdoe@gmail.com) | [www.linkedin.com/in/johndoe](http://www.linkedin.com/in/johndoe)

**John R. Doe**

1400 Spring St., Elgin, IL 60120

(847) 555-1000

[johndoe@gmail.com](mailto:johndoe@gmail.com)

# Objective vs. Profile

# Objective

A brief statement that defines the type of employment you seek and/or your career goal(s)

An objective includes the following:

- Position Title (mandatory)
- Job or field (mandatory)

It also MAY include the following:

- Position level
- Name of the company to which you are applying



# Examples

- To acquire an entry-level position as a Medical Assistant
- To obtain a production manager position with supervisory responsibilities at Aramark Industries
- To secure a clerk position that allows long-term advancement into a position of increased responsibility

# Profile

A brief statement that highlights the skills and abilities you have to offer potential employers

A profile statement is comprised of 2-3 sentences that grab the reader's attention and summarize the following:

- Most relevant experience
- Transferrable skills
- Best personal qualities

# Example

A tactical, innovative, hands-on educator with on-ground and online teaching experience in a collegiate, public, and non-profit environment. Expertise working with students from kindergarten to college, particularly those with educational and environmental challenges. Skilled in numerous teaching and assessment strategies that create an interactive learning environment and engage students through active participation and real-life examples.

What's the difference?

## **FOCUS**

Objective statements say...

*"This is what I want"*

Profile statements say...

*"This is what I can offer you"*

# Skills

# Components

- Identify the skills listed in the job posting(s) and/or desired within the field and include the ones you have in your resume
- Depending on your resume style, you can include them in one or more of the following sections:
  - Skills (Functional)
  - Profile (Chronological)
  - Work Experience (Chronological & Functional)
- Key skills to highlight include:
  - Communication
  - Teamwork
  - Leadership
  - Technical Proficiency

# Example

The main focus of this position is to promote our clients brand names by developing and supporting field marketing programs. You will work closely with other Marketing Managers, and corporate marketing and sales organizations to support sales activities (shows, events, campaigns, etc) and utilize your marketing expertise to help develop and execute marketing programs that will increase demand and drive revenue.

## **Work Experience**

Marketing Assistant, Nabisco Foods

1999-2013

*Worked daily with Marketing Managers to analyze sales numbers, chart customer purchasing trends, and develop new product strategies to increase customer demand for new and existing products.*

# Education



# Components

- Include the following, as applicable:
  - Higher education degrees:
    - Associate / Bachelor / Master / PhD
    - Can include honors, if desired (Magna / Summa / Cum Laude)
  - High school
  - Professional certifications, licenses, or training courses like:
    - PE certification
    - Six Sigma Green Belt Training
    - ISO9001 Internal Auditor Training

# Example

## **EDUCATION & CREDENTIALS**

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Concordia University, River Forest, IL

**Master of Arts in Teaching**

*Summa cum laude*

*Professional Educator & ELS (PARA) Licenses*

University of Montana, Missoula, MT

**Bachelor of Arts in History**

# Work Experience

# Components

- Include the following:
  - Company name and location (town and state)
  - Job title
  - Dates employed (years, at a minimum)
  - Roles and responsibilities
    - 1-4 sentences or bullet points using action verbs that highlight transferrable skills and abilities
  - Key accomplishments
    - 3-4 major projects, awards, promotions, or activities that show your potential

# Example

Lincoln Middle School, Schiller Park, IL

2009

## **Student Teacher, Language Arts and Sciences/History and Reading – Grades 6 & 7**

Formed and carried out instructional units on: ISAT preparation, literary genres, writing (persuasive, narrative, & expository), human genetics, history and reading utilizing the Illinois Learning Standards; Produced and applied various activities, lessons, projects, instructional units and assessments incorporating technology; Created and delivered social emotional learning and differentiated activities, lessons, projects, instructional units and assessments for diverse and multicultural learners; Cooperated with staff and administration in parent-teacher and IEP meetings, seminars, workshops, school and after school activities.

### Key Accomplishments

- Chosen to conduct presentation on implementation of technology into school curriculum for faculty and administration during school in-service
- Member of committee to create updated school mission statement

# Additional Sections

# Examples

- Volunteer Work
- Military Experience
- Software Applications
- Groups & Organizations
- Internships or Externships
- Presentations, Publications, or Workshops

# Online Resources

GCF Learn Free (<https://www.gcflearnfree.org/>)

Job Now (Accessible through Hamden Library website: <http://hamdenlibrary.org/databases>)

Resume Formats ([http://www.quintcareers.com/best\\_resume\\_format.html](http://www.quintcareers.com/best_resume_format.html))

Applicant Tracking Systems (<https://premium.linkedin.com/jobsearch/articles/the-easy-how-to-guide-for-formatting-resumes-for-applicant-tracking-systems>)

Tailoring Your Resume (<https://www.themuse.com/advice/what-it-really-means-to-tailor-your-resume>)  
(<https://www.themuse.com/advice/a-cool-trick-how-to-spin-1-resume-bullet-5-different-ways>)





**QUESTIONS?**

**THANK YOU FOR ATTENDING!**