



RESUME

# *Create a Winning Resume*

Presented by

Sharper Training Solutions, Inc.

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# Today's Agenda

- Does Your Resume Stand Out?
- Gathering YOUR Important Information
- Rough Draft
- Job Listings Search Engines: For More Than Just Applying
- Templates
- Cover Letter
- Thank You Letter
- Live Search Engine and Microsoft Word Demo



Technology has made searching and applying for jobs easier than ever

All you need is an internet connection and a computer, smart phone or tablet



What does this mean to applicants?

Hiring Managers are receiving hundreds of resumes for each Job Posting.

How can **your** resume stand out from *the hundreds* of others they receive?

# Does Your Resume Standout?

The image shows a resume template for Janet Chobot. The template is divided into six numbered sections on the left, each with a corresponding number in a blue circle. The sections are: 1. Name and contact information, 2. Summary or objective, 3. Professional history, 4. Education, 5. Skills, and 6. Optional. The resume content is as follows:

**Janet Chobot**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary**  
\_\_\_\_\_  
\_\_\_\_\_

**Professional History**

a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational History**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Awards & Achievements, Hobbies & Interests**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your **resume** is a summary of your:

- educational background and training
- business or professional experience and qualifications
- achievement highlights

Your **resume** should touch on all things which influence your qualifications for a particular position or type of employment

**But does your STANDOUT?**

# Does Your Resume Standout? Con't

## Great tips for building a STANDOUT Resume

1. Understand what the hiring manager is looking for.

*Read through the job posting to determine what the company is looking for in their new employee. Be sure to reflect this in your resume.*

2. Describe Accomplishments, Not Responsibilities.

*A duty describes what you did, and an **accomplishment** describes how well you did it. For example, "planned events" would be considered a job duty, whereas "raised \$100,000 by selling out tickets to a 200-person charity event" is an **accomplishment**.*

3. Include a header (contact information) and summary or objective.

*A concise career **summary should** appear near the top of your **resume** no matter if you have decades of work experience or are a recent grad. ... The career **objective** is helpful if you're not applying to a specific job posting, but instead are sending out unsolicited applications to potential employers.*

# Does Your Resume Standout? Con't

4. Utilize quantitative information whenever possible.

## Person 1:

*Duties included taking field measurements and maintaining records, setting up and tracking project using Microsoft Project, and developing computerized material take-off sheets.*

## Person 2:

*Initiated and managed tracking systems used for the Green District water decontamination project, saving \$125,000 on the overall project through a 30% decrease of staff allocation time.*

**Which person would you hire?**

5. Use a visually appealing style and format
6. Prepare a Cover letter specific to each job you are applying to
7. **Proofread!!** Have someone else proofread it for you also.  
*Watch your grammar and be sure to use the present tense when speaking of current position and past tense when referring to prior position.*



# Gathering YOUR Important Information

- Employment history, including company names, location, position(s), dates, references, phone numbers, email addresses
- Evaluations
- Letters of Recommendations
- Awards
- School Degrees and Information

These are not all necessarily intended to send out with your resume, but rather to have your accomplishments fresh on your mind.

# Rough Draft

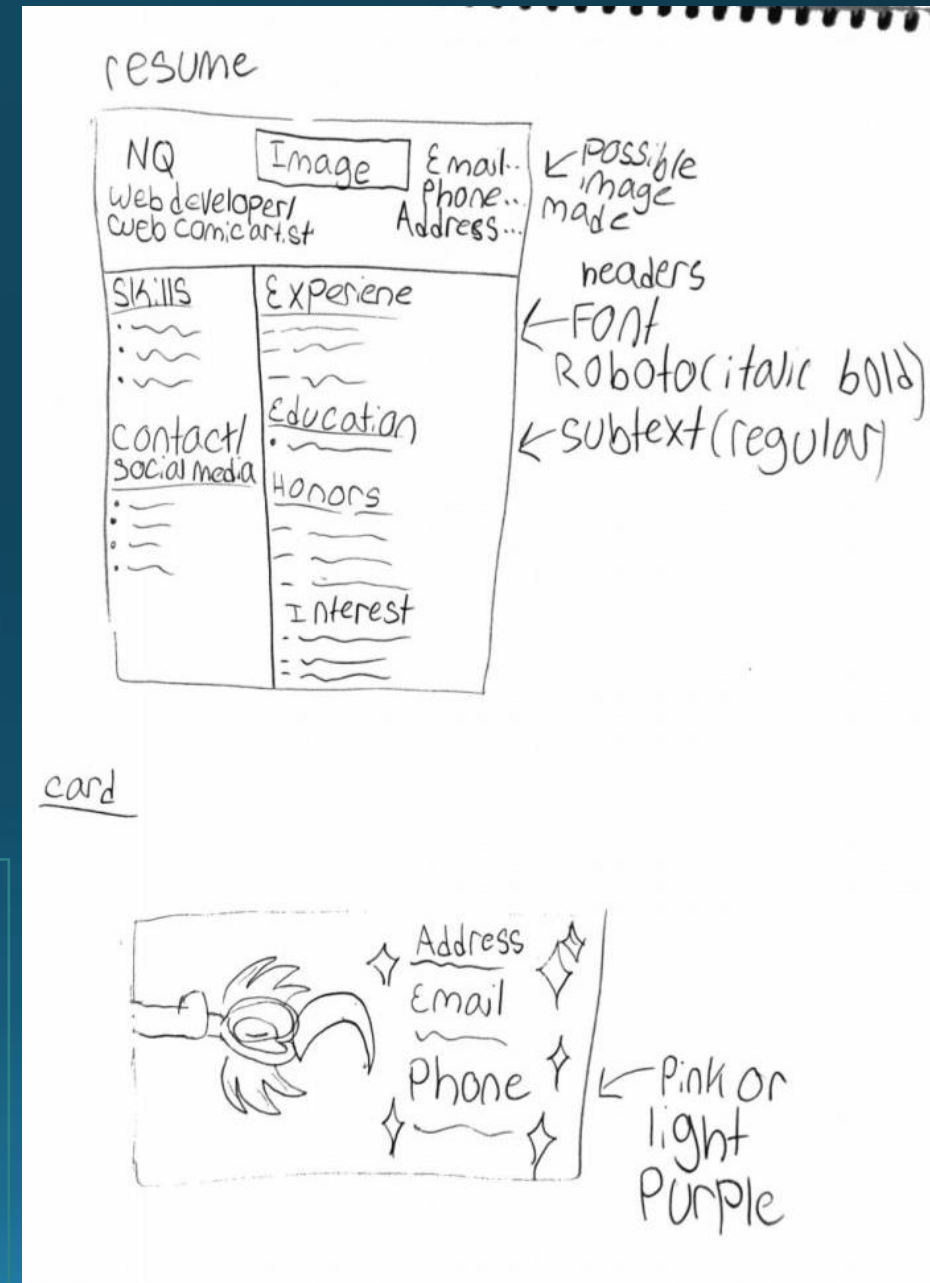
This can be done on a computer, legal pad, or typewriter.

Get everything written down, including your **summary**, **accomplishments**, **employment**, **education**, and **skills**.

You will edit it later. First get your ideas out.

**Stumped as to what to write for your summary?**

Google resume summaries. Google sample resumes for your position. The internet is your resource. **USE IT!**





# Job Listing Search Engines: For More Than Just Applying

Not only can you can google sample resumes to jog your mind and help you determine what you want to say on your resume, you can also use job listing search engines.


Using search engines such as Indeed.com. and Monster.com to search for available job postings that match what you are looking for will help you understand exactly what the hiring manager is looking for.

Scroll through the listing to see the qualifications skills and requirements the position expects.


**USE THIS INFORMATION IN YOUR RESUME.**

### Claims Service Rep in Training

GEICO ★★★★★ 4,941 reviews - Woodbury, NY • Temporarily remote

[Apply On Company Site](#) 

Job	Company
<p><b>Qualifications &amp; Skills</b></p> <ul style="list-style-type: none"><li>• Outstanding customer service skills and/or experience</li><li>• Solid computer, grammar and multi-tasking skills</li><li>• Ability to effectively communicate, verbally and in writing</li><li>• Ability to work comfortably in a fast-paced, high-volume call center</li><li>• Minimum of high school diploma or equivalent, college degree or currently pursuing preferred</li></ul> <p><b>Required for Remote Work</b></p> <ul style="list-style-type: none"><li>•</li><li>• A quiet workplace so you can focus on delivering excellent service to our customers</li><li>• Must live in a location that can leverage an existing high-speed internet service<ul style="list-style-type: none"><li>◦ Minimum upload speed 5 MB/s, preferred upload speed 25 MB/s</li><li>◦ Minimum download speed 25 MB/s, preferred download speed 50 MB/s</li></ul></li><li>• Candidates must provide and meet all technical requirements prior to the first day of training</li></ul>	

 Message

# Templates

Microsoft offers resume templates for free through the **Microsoft Word** program.

You can find them in the **Resume Wizard** by clicking File, then New.

You can download many additional free resume templates from **Microsoft Office's** website.

New

← Back

Resumes and Cover Letters



Blue grey resume



Modern chronological resu...



Modern chronological cov...



Polished resume, designed...



Polished cover letter, desig...



Blue grey cover letter



Blue spheres resume



Blue spheres cover letter



# Your Name Surname

## assistant manager

### Contact

[Address]  
[City, ST ZIP Code]  
[Phone]  
[Email]

### Objective

[Replace this sentence with your job objective. To replace any tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

### Education

[School Name],  
[City], [State]  
[You might want to include your GPA here and a brief summary of relevant coursework, awards, and

### Experience

[Dates From] – [To]  
[Job Title] • [Job Position] • [Company Name]  
  
[Dates From] – [To]  
[Job Title] • [Job Position] • [Company Name]

### Resume Assistant



Powered by LinkedIn

Looking for inspiration to help craft your resume?

See examples of how people describe their work experiences on LinkedIn

Get started



# STEP AWAY

After completing your resume, put it away for a day or two. This will give you a fresh approach to it when you look at it again.

# Cover Letters

- Yes, you need one
- Short and sweet
- Introduction, title of position, reference the Ad
- List three significant job accomplishments
- In conclusion, mention interview availability and thank them for their time

**Casey Amore**

2354 West Main St.  
Carlton, Florida 32990-9345

March 31, 2013

Ms. Amanda Lesser  
Florida Studios  
1290 Studio Plaza  
Orlando, Florida 32819-7610

Dear Ms. Lesser,

My previous work experience and leadership roles make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (cra8z@virginia.edu).

Thank you for your time and consideration.

Sincerely,

Casey Amore

# Thank You Letter

- Send within 24 hours of the interview
- Reiterate interest in the position
- Mention something you learned about the company during the interview
- Thank the interviewer for his or her time

\*Can be an email

## SAMPLE AFTER INTERVIEW THANK YOU NOTE

[Today's date]

Joe Brown, Manager  
The Smith-Jones Company  
6727 East West Street  
Jobville, NY 15555

Dear Mr. Brown,

Thank you so much for giving me the opportunity to interview with you for the \_\_\_\_\_ position at The Smith-Jones Company. I feel that there is an excellent fit and am more excited than ever about the possibility of working with all of you.

[Mention something you learned about the company during the interview that stood out for you; or something relevant you since discovered about them or the industry; or something new about you relevant to the job (an award, a paper you wrote, an accomplishment, a course you took, a seminar you attended) that you'd like to share with them; or any additional piece of information about yourself and / or "the fit" that you'd like them to know to help further your chances.]

I very much look forward to continuing the process. Please feel free to email me at [youremail@email.com](mailto:youremail@email.com) or call me at 555-555-5555 if you have any more questions or if there is anything else I can do to help you with your decision.

Best regards,

*Your Name*