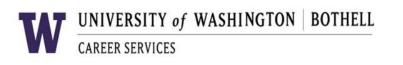




CAREER SERVICES – UW1-160 – STUDENT SUCCESS CENTER (425) 352-3706 | CAREER@UW.EDU | WWW.UWB.EDU/CAREERS







OVERVIEW



- Purpose of a Resume
- Types of Resumes
- Resume Format & Content
- Translating Military Experience
- Resume Critique

PURPOSE



- The purpose of a resume is to get an interview
 - Be interesting; make whoever reads your resume view you as valuable to their cause
- A resume is a marketing piece
 - Highlight your strong points
 - Education
 - Professional or Relevant experience
 - Skills & Accomplishments
- Customize each resume to the job for which you are applying
- Read the job descriptions carefully to <u>insert keywords</u> & identify the skills they are targeting (try <u>www.tagcrowd.com</u>)
- Know your audience use industry specific terminology

TYPES OF RESUMES



• Chronological Resume

- Presents your education and work experience in a straightforward, reverse chronological order.
- If the majority of your work experience is related to your slated job objective, the chronological style can be effective.

Functional Resume

- Concentrates on skills that you have used that relate to your stated objective
- Effective if your work experience has not been closely related to your job objective, or if you are changing careers, or seeking promotion.
- Elaborate on skills necessary to perform the desired job

Combination Resume

- Uses elements of both styles (chronological/functional)
- Official position titles may be given functional titles describing skills utilized on the job.
- Format works if your position titles do not accurately reflect your job responsibilities

RESUME FORMAT



- First impressions are important
- Use professional consistent styles, punctuation and fonts
- Resume "real estate" and page layout -centering/lining up parts of the resume
- Utilize bullets in order of importance
- 1 –2 pages at most



Name & Contact Information

- Email & phone number are important, address optional
- Contact information can go all on one line to save space
- Use a professional looking email (i.e. not <u>door_kicker6@Hotmail.com</u>)

• If you include an Objective:

- List the position you're applying for and the company or organization
- List important, valuable attributes that you bring to the job
- Keep in mind the employers perspective
- Objectives are concise, usually one sentence, two at most



- Summary of Qualifications
 - Highlight skills specific to the job description
 - Measurable experience that prepares you for job
 - Can be in list form (more common) or a short paragraph
 - List skills that are transferable from job to job and highlight flexibility
 - Try not to use skills that everybody has, or that are generally expected (ex: Hard worker, proficiency in Microsoft Word, motivated self starter)



Education

- Major and expected graduation date
- Military Leadership schools
- Relevant military and civilian certifications
- Relevant military and civilian coursework and projects
- GPA if above 3.5 or required by employer



- Relevant (Work) Experience
 - Translate military position to civilian equivalent
 - Military Skills Translator
 - Avoid listing all job duties, think big picture
 - Internships, volunteer, or professional experience applicable to this position
 - o Be specific; "worked at a hotel" doesn't tell anyone anything useful
 - o Use action verbs
 - Quantify wherever possible;
 - Number of subordinates
 - Value of equipment (in \$) under your charge
 - o Dollars saved, obtained, sales completed
 - % of improved efficiency

TRANSLATING MILITARY EXPERIENCE

- Military title to civilian equivalent
 - Navy Boatswain's Mate = Vessel Maintenance Crew
 - Supply Sergeant = Logistics Manager
 - Radio Operator = Telecommunications Specialist
- Military Duties to civilianized language
 - Air Assault Operations = Transferred personnel and equipment via helicopter
 - Weapons Qualification = Mentored subordinates to qualify expert on assigned weapons
 - Sick-Call Medic = Prepared general visit patients & records for medical assessments

RESUME RESOURCES



- Veteran Specific
 - Veteran Resume
 - Veteran Career Counseling Services Resumes
- Additional Resources
 - UW Bothell Career Services Veteran Resources
 - Resume Guidelines for Veterans
 - Military.com Veterans Jobs

