



Crafting a **STELLAR RESUME**



Presented by:
Jones Learning Solutions



Hello!

I'm Tony Jones

I am here because I love to empower others to
empower themselves to reach their goals!



Purpose

Provide insight into tips and strategies to assist with resume cultivation.





Types of Standard Resumes

Chronological

For the person with a lot of job history starting with the most recent employer backwards

Functional

For the person with entry level job experience, places a strong focus on skillset and qualifications rather than job history



Innovative and Creative Resumes

Video Resume

Create a 30 second video resume to showcase to a potential employer that you have skills in video editing and design using software such as Camtasia

Course Resume

Create a resume using Storyline and build it out similar as a course such as a creating a office background with triggers so they can click.



Resume Format



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Formatting your document

- ◆ Professional font and size
 - ◆ Size should be 12, headers can be 14-16
- ◆ Reduce or eliminate white space
 - ◆ Use 1.15 or 1.5 spacing
- ◆ Choose appropriate margins
 - ◆ 1 inch is preferred

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5 Parts of a Resume

- ◇ Name and Contact
- ◇ Professional Summary
- ◇ Academic Qualifications
- ◇ Professional Experience
- ◇ Achievements & Honors



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Its important to note.....

- ❖ Sell yourself and passion throughout your resume
- ❖ Hiring managers spends 10-15 seconds on resumes
- ❖ Resume is to get you the interview

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Name and Contact

- ◇ Name
- ◇ Address
- ◇ Telephone
- ◇ Email
- ◇ URL

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Identification Sample



Tony Jobson

1232 Resume Drive,

Job Market, Texas

555-123-5454

footballdad@mail.com cherry777@mail.com



TONY JOBSON, M.Ed.

Job Market, Texas

555-123-5454

tony.jobson@mail.com

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Professional Summary

- ◇ Desired Job Title
- ◇ Summary
- ◇ Skills

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Summary Sample

- ❖ Dedicated Call Center Manager seeking fulfilling work in financial services industry.
- ❖ Dedicated Call Center Manager with 5+ years of experience in the financial services industry. Eager to improve customer experience by 15% to drive organizational performance forward.

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Summary Sample

- ❖ Enthusiastic instructional designer with 4+ years of experience design engaging curriculum that deliver results. Introduced document improving initiative saving over \$2M in search time. Designed 15+ associate level programs 60 days before deadline. Eagerly seeking to bring excellence to Jones Inc.

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Type of Skills

◆ Technical Skills

◆ (Articulate Storyline, Camtasia, VISO)

◆ Leadership Skills

◆ (Project Management, Problem Solving)

◆ Industry Knowledge

◆ (Workforce Development, ADDIE, AGILE)

◆ Soft Skills

◆ (Customer Service, Communication)



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Education

- ◇ College
- ◇ (honors not GPA, unless higher than 3.0)

- ◇ Certifications
- ◇ (SHRM, PHR, APTD)

Don't include dates unless a recent graduate

- ◇ Don't include high school information

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Professional Experience

- ◇ List 3-5 bullets for each job starting with most recent, keep it consistent for each listed.
 - ◇ Action/Power words: Designed, Developed, Launched, Increased, Eliminated, Reduced
 - ◇ Numbers: Use percent signs, plus signs and numbers

Don't go back more than 10 years

Don't include reason for leaving jobs

Don't include words such as "Responsible" or "Collaborated"



Professional Experience Sample

- ◆ Responsible for sales curriculum
- ◆ Increased sales by 10% within 60 days of new hire tenure with curriculum revamp.
- ◆ Lead trainers and technical writers to create trainings products, which generated 50%
- ◆ Carried out analysis for 5,232 user implementation, which involved storyboards, participant guides, gap analysis and two courses (CBT and ILT)



Professional Experience Sample

- ◆ Lead trainers and technical writers to create trainings products, which generated 50% increase in training materials.
- ◆ Designed and executed evaluation tools for 5+courses, which included beta and pilot testing
- ◆ Transformed customer service and communication curriculum for call center agents domestically and internationally, which helped reduced training time by 25%



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Achievements

- ◇ Professional Affiliations
- ◇ Awards and Honors

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Do's and Don'ts



Do

- ◆ Speak third person
- ◆ 1-2 Pages Maximum
- ◆ Provide accurate and complete information
- ◆ Use buzz word from your field...talk your language and show your passion
- ◆ Select quality paper for printing
- ◆ Cater to the job description
- ◆ Start each sentence with action words
- ◆ Save as PDF with your name and position title



Do (continued)

- ◇ List hobbies that shows strengths or that are related to industry.
- ◇ Complete job applications to the entirety.
- ◇ Clean up your online presence
- ◇ Use LinkedIn to reach out to recruiters and hiring managers to stand out from the crowd



Don't

- ❖ Include false information
- ❖ Include any irrelevant information
- ❖ Be over wordy or exaggerate
- ❖ Have any spelling or grammar errors
- ❖ Discuss or list previous salary
- ❖ List too many personal hobbies
- ❖ List references on resume



- ❖ Use pictures
- ❖ Send out flashy resume such as the one below, this are used only for job fairs, face to face interviewing or networking, they don't pass the ATS.





Thanks!

Any questions?

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