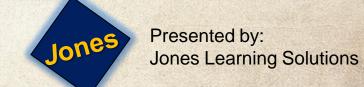


# Crafting a STELLAR RESUME







# Hello!

I'm Tony Jones

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



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 reccent employer backwards

#### **Functional**

For the person with entry level job experience, places a strong focus on skillset and qulifications 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 editig 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**

# 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



#### **5 Parts of a Resume**

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

#### 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





#### **Name and Contact**

- Name
- Address
- ♦ Telephone
- **♦** Email
- ♦ URL





# **Identification Sample**



1232 Resume Drive,

Job Market, Texas

555-123-5454

footballdad@mail.com cherrry777@mail.com

**TONY JOBSON, M.Ed.** 

Job Market, Texas

555-123-5454

tony.jobson@mail.com



# **Professional Summary**

- Desired Job Title
- Summary
- ♦ Skills



#### **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.



#### **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.





# 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)





#### **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



# **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%





#### **Achievements**

- Professional Affiliations
- Awards and Honors





# 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 entirely.
- 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 personals hobbies
- List references on resume



# **Don't (Continued)**

- 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?

Linkedin.com/in/tljonestx