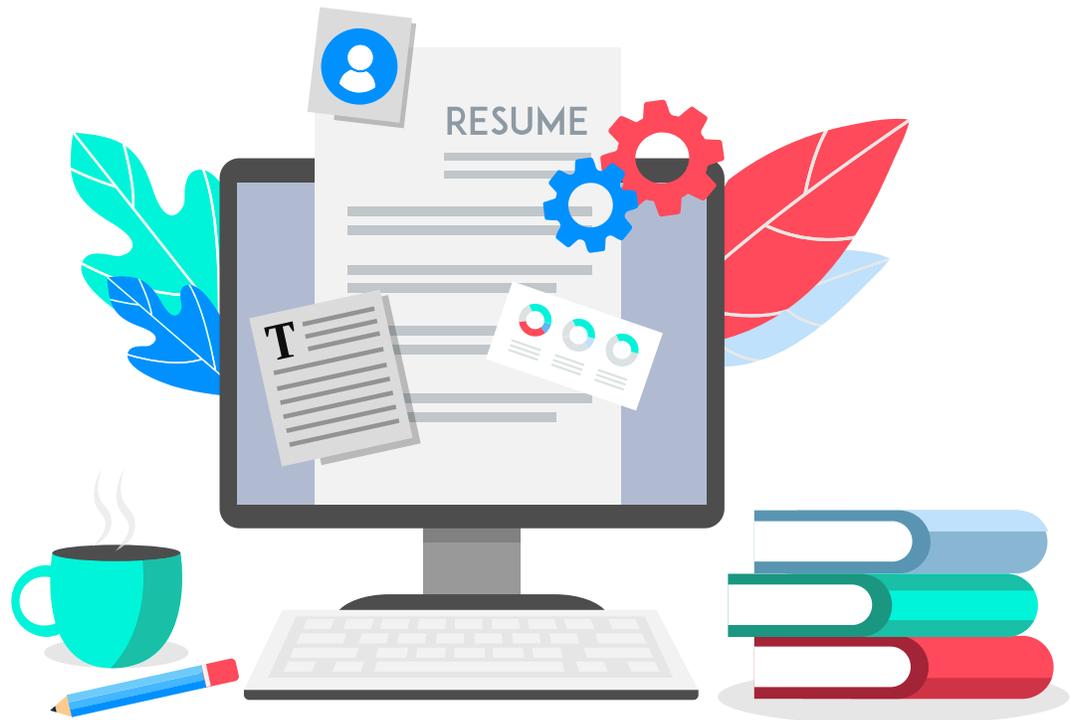




# RESUME RESOURCE PACKET



**SCHEDULE AN APPOINTMENT WITH A CREW CAREER COUNSELOR**

**WEB**

<https://crew.cc>

**EMAIL**

[jf-crew-career-center@kctcs.edu](mailto:jf-crew-career-center@kctcs.edu)

**PHONE**

(502)-213-4520

# GETTING STARTED

## PURPOSE OF A RESUME

A resume is a selling tool that outlines your skills, education, and experiences as related to the job you are seeking.

- Think of your resume as a professional introduction, meant to convince an employer to interview you for the position you apply for.
- Providing relevant information on your resume while giving a holistic outline of your experience, skills, and knowledge is essential in your career journey.

## THINGS TO DO BEFORE YOU START YOUR RESUME

1. Narrow down your job search to positions that align with your goals.
2. Research the qualifications that employers seek. Explore these resources to find more information about resume expectations.
  - **ONET Online**- <https://www.onetonline.org/>
  - **Resume Samples**- <https://crew.cc/services/resume/sample-resumes>
  - **LinkedIn**- <https://www.linkedin.com/>
3. Analyze your past experiences to determine in what ways you have demonstrated some or most of the desired qualifications.
4. Create a draft and seek out feedback from a career counselor or someone in your desired field.
  - *Resume Content Builders & Templates:*
    - **ResumeSmart**- <https://resume.crew.cc/Resume/Navigate>
    - **Editable ATS Readable Resume Templates**- <https://crew.cc/services/resume/sample-resumes>

## CREATE AND REVIEW YOUR RESUME WITH CREW



1. Schedule an In-Person or Virtual Appointment with a CREW Career Counselor
  - **CREW Career Center Appointment Schedule**- <https://crew.cc/schedule-appointment>
2. Submit your Resume to the Resume Dropbox for written feedback in 2-5 business days
  - **Resume Dropbox**- <https://crew.cc/services/resume/steps-before-resume-dropbox-submission>



# ENSURE YOUR RESUME IS SEEN



## PRO TIP #1

*The most effective resume is tailored as closely to the job description as possible.*

## CONSIDER APPLICANT TRACKING SYSTEMS (ATS)

What's worse than blending into the crowd? Not making it to the party at all.

- *90% of resumes today are uploaded to an online Applicant Tracking System used to sift through candidates' resumes before they ever reach a person.*
- Most of today's employers use applicant tracking systems (ATS) to *sort and rank* all of the resumes they receive. If your resume doesn't hit the right notes for that system, it ends up in the reject pile, and the hiring manager probably won't even see it.
- You can be the best candidate in the world for that job, but if your resume isn't optimized for the ATS, prospective employers will never know.

## BEATING APPLICANT TRACKING SYSTEMS



- Do not use Microsoft Templates. While they can be aesthetically pleasing, they are not the best for ensuring relevant content is present and can be hard to edit.
- Be selective on the template you do use!
  - For easy to edit and ATS readable resume templates, check out the CREW Career Center's website- [www.CREW.CC](http://www.CREW.CC)
- Beware of your word choice and remember to match the job description as closely as possible.
- Spell out the abbreviations and acronyms, and make sure to consider popular industry acronyms. Spell out the words in parenthesis afterward to make sure your information gets pulled and ranked appropriately, and sometimes even read at all.

# Resume Content

## REFERENCE KEY

While you have the flexibility to tailor your resume to your preferences, there are essential elements that must be included to ensure your candidacy is considered and effectively processed by Applicant Tracking Systems. The content and format of application documents evolve with each new generation entering the workforce.



The items you should include on your resume will be accompanied by a blue check mark.



Similarly, there is also content and sections that the CREW Career Center highly recommends be present on your resume to best paint the picture of your candidacy. These items will be next to a red thumbs up.

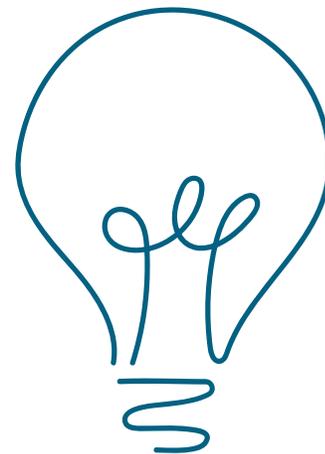


Lastly, there will be several sections that you may consider putting on your resume. Optional items will have a gray scale.

## PRO TIP #2

*Anything that you cannot add to your resume, you can make sure to talk about in your interview.*

For example, if you really want the employer to understand your passion for something that may not necessarily connect to the job description in a directly related way, you can introduce that topic in an interview where you have more of an opportunity to point out transferable skills and connections.



# RESUME SECTIONS

## CONTACT INFORMATION

It's important to have up to date contact information in a clear format on your resume.



- Put your name, email address, and phone number at the very top.
  - Put the name in which you want to be called on all your documents. This sets the precedent in the workplace that you go by that name.



- Make sure your email address is appropriate. Do not use a school email because you will often lose access after graduation.



- Additionally, try to make your appropriate email address as simple as possible.



- Some people will choose to add their address in the contact information section and others will only put the city and state.



- Include the URL to your LinkedIn profile and career portfolio.



- While not every career path will need a career portfolio, as these are more common in tech and artistic fields, every career may find LinkedIn a useful tool.



- You may also choose to add pronouns to your resume.

## OBJECTIVE

This statement is the first aspect of your resume where you market yourself and show the employer what you bring to the table.



- You should construct a clear, to-the-point statement customized for each job. Be specific, and show the employer you have clear goals.



- Avoid making your objective too general.



- Your objective should change with every position you apply to.



- Your objective statement is another great place to add language from the job description to complement ATS.



- As you grow in your career, the objective statement may leave your resume after obtaining directly related experience for your chosen career path.

# RESUME SECTIONS

## EDUCATION



- List your education in by weight of degree (Masters, Bachelor, Associate) and/or reverse chronological order beginning with your most recent.



- Do not include high school information.



- Be sure to correctly list your major and degree name.

- Spell out degree and major abbreviations
  - i.e. Computer Information Systems (CIS)



- List current attendance and provide your anticipated graduation date.

- It is also not a requirement to list the start date of your degree.  
Everyone has a different journey with their education and there is not an ideal timeline.



- Include your college GPA if it is a 3.5 or above.



- List any college history if you have attended multiple universities by listing credit hours earned if over thirty (30).

## CERTIFICATIONS, LICENSURES, & PROFICIENCIES

This section may or may not be necessary depending on your career path. Determine the relevancy and always ask yourself, “How can I market this as relevant to my position?”



- List your certifications, licenses, any relevant proficiencies and or coursework under this section.

- Professional certifications are documents that show proof that an individual has the skills and qualifications required to perform the job that they are applying for.
- Licensures can include any licenses for your profession.
  - For example, educators may have a teaching license that they put under this section.
- Proficiencies can include many things like computer or IT knowledge, any additional languages you are able to speak, and or relevant coursework that could add to your candidacy.



- Ensure that you provide accurate dates and list up-to-date information.

# RESUME SECTIONS

## SUMMARY OF SKILLS

The summary of skills section is extremely important to utilize when you are at the beginning of your career and may not have directly related experience in your career field.

- ✔ • List skills that are relevant for your major/career path.
  - Look at learning/course objectives on your syllabi, job descriptions, and ONET for help in finding relevant skills.
- ✔ • Include relevant transferable skills - the skills you can transfer from one position to another.
- ✔ • Take past work, volunteer experience, and knowledge from the classroom and make it transferrable to your prospective job.
- ✔ • Write the skill statements differently from your experience statements.
  - Focus more on the hard and soft skills you've gained holistically and less on daily responsibilities.
- 👍 • Invest in your materials and always reach out to the CREW Career Center or a current professional in the field to give you feedback.

### EXAMPLE-

- Able to efficiently work with individuals, groups, and families to implement a plan of health for the community.
- Proficient knowledge of medical terminology and excellent problem solving skills.
- Service orientated, dedicated to providing excellent care for the patient as well as patient support system.
- Experienced in recording patients' medical records and vital signs.
- Demonstrated ability to obtain information and able to relay it to others in ways they will understand.
- Demonstrated ability to prepare rooms, sterilize equipment, and ensure the stock of supplies is maintained as well as prepare patients for and assist with examinations or treatments

### PRO TIP #3

*Should your resume exhibit gaps in certain sections, take the initiative to identify areas for skill enhancement and proficiency. Explore resources such as LinkedIn Learning, seize professional development opportunities, and attend conferences to uncover valuable avenues for expanding your skill set.*



# RESUME SECTIONS

## WORK EXPERIENCE

While it's not necessary to include every past position on your resume, it's crucial to recognize that even if an experience may not appear directly relevant, you can still showcase valuable past work achievements. The bullet points associated with this information should set themselves apart from your skills statements by highlighting accomplishments and daily responsibilities.

-  • Put your experience in reverse chronological order. Your present position should be listed first.
-  • Consider using separate sections like “Related Experience” and “Additional Work Experience”.
  - Separating your experience like this is not required but can sometimes allow employers to visually sift through your information efficiently.
-  • List the place where you worked, and provide the dates you’ve worked there, your position title, and the location of positions.
-  • Bullet point your job duties and focus on accomplishments and routine duties.
- Try to quantify when possible.
-  • Highlight significant contributions you've made in your role to effectively showcase your impact.
-  • Start each sentence with an action verb such as “created,” “demonstrated,” or “performed.”
-  • Avoid specific organizational language and paint broad pictures. Avoid using workplace jargon that only those in your organization would understand.
-  • Once you get to the less relevant and recent experience, you may choose to limit or get rid of bullet points.

### Use the SOAR Method to write experience statements

		Example:
<b>S</b> <b>Statement of Action</b>	What did you do? <i>(Action verb)</i>	Organize 500 + packages into assigned containers
<b>O</b> <b>Occurrence of Action</b>	How often action occurred <i>(daily, weekly, annually, etc.)</i>	during each shift
<b>A</b> <b>Amount of Action</b>	How much or how many <i>(Can plug this in wherever this makes sense grammatically)</i>	(500+)
<b>R</b> <b>Result of Action</b>	Result of efforts/ Why was what you did important?	to ensure UPS customers receive products in an efficient manner.



# RESUME SECTIONS

## EXAMPLE ACTION VERBS FOR EXPERIENCE SECTIONS

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- supervise

## ADDITIONAL SECTIONS

Optimize your resume to showcase your strengths by incorporating sections that align with your candidacy. Consider adding any of the following categories that best complement your qualifications:

***Accomplishments, Volunteer Work, Class Projects, Activities, Fluent languages, Military Experience, Professional Involvement, References, and/or Personal Involvement.***



- Not everyone will have this section on their resume, and those that do will put only relevant involvement to their career field.
- Omit high school participation and focus on college/professional involvement.
- You can add your references to your resume if you feel like it could compliment your candidacy or send them over when an employer asks for your references.

# RESUME FORMAT

## FORMATTING TIPS

- ✓ Do not use Templates. Templates that are found on Microsoft Word, Google docs, and Canva can be very hard to edit and often change formats when converted to PDF.
- ✓ Avoid first person language and longer statements.
  - Leave off any “I” statements.
- ⚖ Depending on your career path, you will not need a picture on your resume.
  - ATS systems cannot register pictures and they can take up valuable “resume real estate”. Unless you are pursuing a career like modeling, we recommend leaving your picture off your resume.
- 👍 Consider using an easy-to-read and accessible font.
  - Some great resume fonts include Arial Times New Roman & Calibri
- ✓ Be consistent!
  - Your spacing, fonts, capitalization, and language tense should all be kept consistent throughout your document.
  - Font sizes should be 18-28 for name, 11-12pt for section headers; and 10-12pt for body text.
- 👍 Typically, we see resumes that are 1-2 pages for new professionals.
- Submit your documents as a PDF with an appropriate title.
  - I.E- Jane.Doe.Resume
- ✓ PROOFREAD before you submit your resume!

### PRO TIP #4

*Consider the context for which you're using your resume and adjust content, headers and details to match the specific job/internship posting, scholarship application, career fair/ Meetup or other opportunity.*

### PRO TIP #5

*As long as you are aspiring to professional advancement, your resume is a work in progress.*