

RESUME RESCUE



UC DAVIS CAREER CATALYST WEBINAR

OCTOBER 25, 2018

INSTRUCTOR

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WWW.WEISSCAREER.COM

KEYS TO A WINNING RESUME



- Understand the Position
- Inventory Your Relevant Experience, Skills and Accomplishments
- Choose the Format that Presents You Best
- Customize Your Resume for Each Position
- Include a Summary of Qualifications Section

KEYS TO A WINNING RESUME



- Include Accomplishments Statements
- Be Consistent in Use of Fonts, Bullets, etc.
- Make it easy to read
- Utilize the Career Management Online Toolkit for tips, ideas and examples:
<https://hr.ucdavis.edu/departments/learning-dev/toolkits/career-mgmt>

RESUME FORMATS



- Chronological
- Functional
- Hybrid



HEADING



- Name
- City and State
- Phone
- Professional Email
- LinkedIn

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SUMMARY OF QUALIFICATIONS



- Answers the question “Why should we hire you?”

EXAMPLE

SUMMARY OF QUALIFICATIONS

- Organizational skills include project management, employee recruitment, and onboarding.
- Well versed in ADA, FMLA, and Worker’s Compensation policies and procedures.
- Knowledge of retirement plans, benefits open enrollment, and compensation equity.
- Strong communication and interpersonal skills in working with diverse customers, managers, and staff.
- Skilled in dealing with complex compliance issues including State and Federal laws.
- A team player experienced in working in a fast paced environment with a wide range of people.

ACCOMPLISHMENT STATEMENTS



- Focus on one specific action and the outcome
- Begin with an Action Verb
- Are quantified when possible
- Usually 1-2 sentences / 1-2 lines
- Examples

EDUCATION & TRAINING



- List formal education first
- Include significant training related to the position
- Ok to list items that are in progress

OTHER SECTIONS



- Honors and Awards
- Volunteer Service
- Military Service
- Professional Affiliations

COMMON MISTAKES



- Generic Resume
- Too much formatting
- Personal Pronouns
- Abbreviations or Acronyms
- Too Crowded
- Inconsistent Verb Tense
- Repetitive Words
- Not Sending as PDF
- Fads/Gimmicks
- False Information
- Resume Templates
- Spelling and Grammar Errors (Don't Rely On Spell Check!!)

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