

RESUME WRITING BASICS

PRESENTED BY:

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Please check in (we love data)!



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THINGS TO CONSIDER

On average, how long does a recruiter take to scan a resume?

- About 7 seconds

What is the purpose of the resume? Or, what does the resume get you?

- An interview



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THINGS TO CONSIDER

- Keep these in mind as you make edits to your resume
- Ask yourself:
 - Is this piece of content going to help me land the interview?
 - Is the format going to work for the initial scan?



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WHAT WE WILL COVER TODAY

Content

Format



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REQUIRED CONTENT



Contact Info



Education



Experience



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CONTACT INFORMATION



Required:

- Name
- Phone number
- Email address

Optional:

- Personal Pronouns
- Full Address or City, State
- LinkedIn Profile
- Online Portfolio



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EDUCATION



Required:

- Institution
- City, State
- Degree with intended major
- Expected graduation date

Optional:

- GPA
- Coursework
- Study abroad



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EDUCATION

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University of Washington, Seattle, WA

Bachelor of Science – Psychology, Expected June 2018

- Minors – Anthropology and Law, Societies, & Justice
- University Honors Program - Major GPA, 3.8/4.0; overall GPA, 3.6/4.0
- Course Highlights – *Psychology of Gender; Women and the Law; Feminist Understanding of Victims; Women and Violence; Self-Concept; Race, Gender, and Sexuality in the Media*

Study Abroad – Amsterdam, Netherlands, August 2017

Four-week international experience focused on crime, law, and justice in the Netherlands and the US, sponsored by the UW Honors Program



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EXPERIENCE



- Anything where you have used a particular skill
 - Work, internships, volunteering, research, student clubs, or classes
- Reverse chronological order
- Must include
 - Position title
 - Organization name
 - Location
 - Date range
 - Descriptions of what you did



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EXPERIENCE - Sample

Outreach Volunteer, Bike Works, Seattle, WA, April 2018 – Present

- Managed the public email account and handled more than 75 new messages daily
- Cultivated relationships with donors and potential supporters via phone and community events
- Prepared slides and presentations for team meetings and fundraising events
- Assisted in planning quarterly fundraising events for more than 300 attendees
- Interfaced with vendors, booked venues, and arranged catering and entertainment
- Maintained more than 500 donor files and assisted in the transition to a paperless filing system
- Drafted content and announcements for a biweekly newsletter
- Supported social media presence and posted news and events across the organization's handles



DEVELOPING BULLET POINTS

- Use action verbs
- Be specific
 - Answer at least 2 “W” questions regarding the action verb you picked
- Quantify or qualify the impact of your work
- Show skills, strengths, accomplishments
- Challenge + Action + Results



DEVELOPING BULLET POINTS

- “Mentored and trained three high school students who won scholarship awards for their service-learning project”
- “Analyzed peptoid design and presented preliminarily positive results to lab group”
- “Increased participation by 35% in a student run French study group by advertising meetings on Facebook and Twitter”



TAILORING YOUR RESUME

Analyze the job
description

Consider a
summary of
qualifications
section

Arrange sections
by relevance

Use vocabulary
and action verbs
to show
transferable skills

Focus on
accomplishments

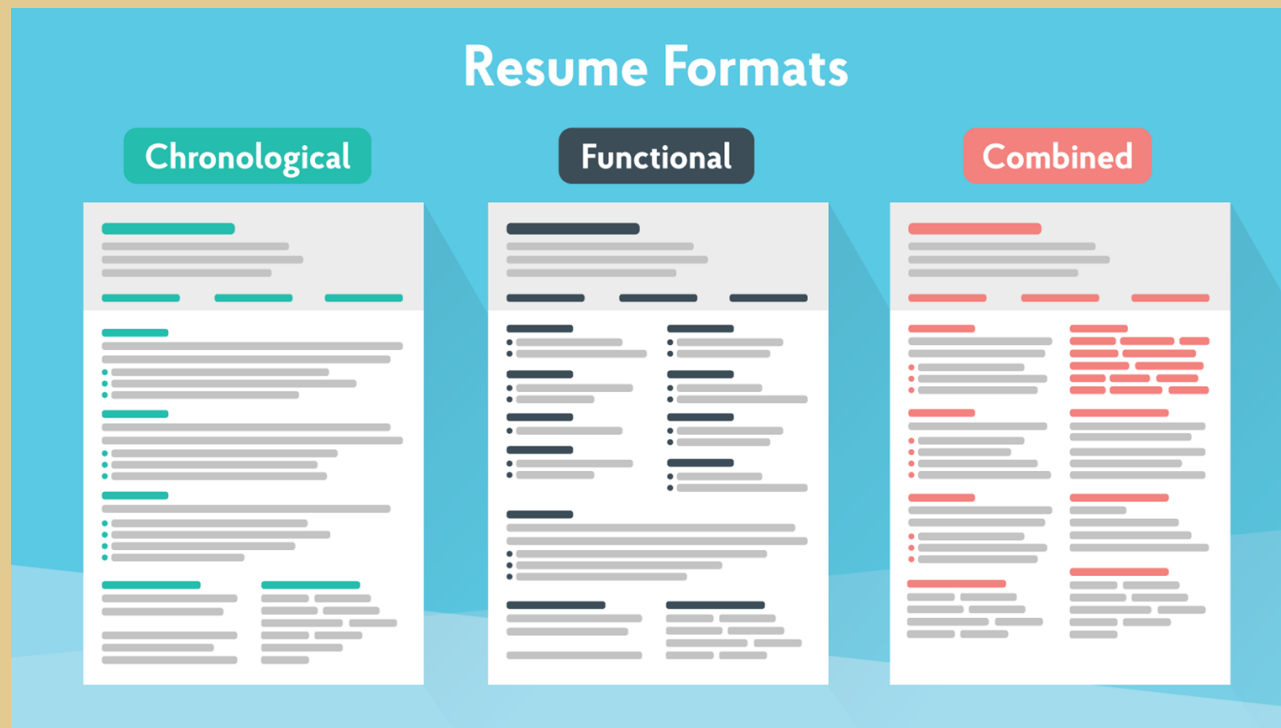


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BASIC FORMATTING



- Typically one page
 - Two full pages is permissible depending on relevancy of content
- Font size should be 11 or 12
 - Headings can be larger
- Choose a legible font
- 0.5 to 1-inch margins
- One vs two columns

LINKEDIN

- Complete your profile
 - 40x more likely to receive job/internship opportunities
- Build connections & join groups
 - UW Alumni
 - Peers in student organizations
 - Everyone in this room is a good start
- Follow employers



LinkedIn Profile Checklist

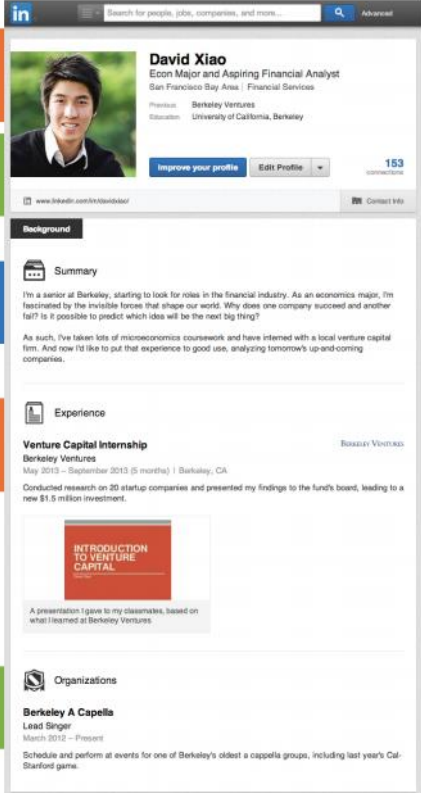
☐ **PHOTO:** It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

☐ **HEADLINE:** Tell people what you're excited about now and the cool things you want to do in the future.

☐ **SUMMARY:** Describe what motivates you, what you're skilled at, and what's next.

☐ **EXPERIENCE:** List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ **ORGANIZATIONS:** Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.



NEXT STEPS

DIY Resources

- Sample resumes
 - Action Verbs
-
- Online Resume Review
 - Best for resumes that are closer to Final Draft
-
- Schedule an Appointment with a Career Coach



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QUESTIONS?



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