Design Document: Customizing Your Resume Part 2

Class Description

Learn how to highlight transferable skills, summarize essential work experience, outline education, and when to add additional sections to a resume in this class.

**Curriculum Track**

Job & Career

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To provide information and assistance to participants who need to create or update a resume

Equipment Requirements

Projector and projection screen; computers with internet access for instructor and participant; laser pointer (recommended)

Software Requirements

Windows 7, Microsoft Word

Material Requirements

Pens or pencils, activity sheets, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to customize the following sections of their resumes:

* Skills
* Work Experience
* Education
* Any additional sections, as desired

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (2 mins.)**

* Outline the following topics that will be covered in the class:
  + Skills
  + Work experience
  + Education
  + Additional sections

**Topics, Talking Points, and Activities (85 mins.)**

* Skills
  + Review the definition of transferable skills (i.e., skills that can be applied to any position) and examples from the *Sample List: Transferable Skills* document
  + Remind participants that transferable skills may be placed in several different sections of a resume, depending on the type (ex. Skills section in a Functional Resume, Work Experience and Profile in a Chronological Resume)
  + Share the example slide that shows how to describe transferable skills in two different areas: leadership and technological proficiency
  + Move to the next slide and highlight the Core Job Functions listed in the sample posting
    - Ask participants to give you some of the obvious keywords (i.e., transferable skills) the company is looking for; use the white board (or a piece of paper, if you don’t have one) to record their answers
    - Advance the slide to reveal the transferable skills pulled from the posting

**ACTIVITY**: Have participants complete **Activity #1** on the *Activity Sheet*

* Work Experience
* Walk through the Tips & Tricks slide with participants so they have some particular guidelines to follow when creating their resumes
* Discuss the two formatting options for outlining roles and responsibilities: sentences or bullet points
* Remind them that no resume can be an exhaustive list of someone’s work history which is why it should be focused on transferable skills
  + Show them the sample resume that displays the same information in both formats
* Remind them that a good jumping off point is to think about transferable skills in terms of broader categories, like communication, teamwork, and leadership
* Share that things we’re good at appear over and over in our past accomplishments
  + Advise that participants ask themselves some of the questions on the accompanying slide to uncover them
  + Encourage them to jot down notes about past promotions, commendations, performance evaluations, awards, and letters of recommendation they’ve received to jar their memories
  + Highlight that LinkedIn recommendations are an EXCELLENT tool for mining feedback on accomplishments
* Show participants the example slide so they can see how it all gets put together

**ACTIVITY**: Have participants complete **Activity #2** on the *Activity Sheet*

* Education
  + Explain that there are several categories of education that participants may want to include on their resumes: higher education (should include, if applicable), high school education (optional), and professional certifications/licenses (should include, if applicable, especially ones like CPR and AED, which are useful in all places)
  + Share that the following pieces of information should be included about each place of education:
    - Name of institution
    - Location (town and state)
    - Degree/certificate earned
    - Year of degree/certification
  + Show participants the *Examples* slide
  + Explain that other pieces of information are optional and may be included at participant discretion; these pieces of information include Grade Point Average (GPA) and Graduating with Honors, as follows:
    - Cum Laude: 3.5-3.7 GPA
    - Magna Cum Laude: 3.8-3.9 GPA
    - Summa Cum Laude: 4.0 GPA or higher

**ACTIVITY**: Have participants complete **Activity #3** on the *Activity Sheet*

* Additional Sections
  + Share that there are several other optional sections that job seekers sometimes include in a resume, such as:
    - Volunteer work (particularly if it’s relevant to the position or explains employment gaps)
      * Example: Looking to secure a job as a classroom aid and previously volunteered teaching Sunday school at a church
    - Military service (always include as many companies are trying to actively recruit veterans!)
    - Internships or externships (if new to a field, particularly one that requires certifications, licenses, or other professional memberships/experience)
      * Example: Looking to secure a job as a Certified Nursing Assistant (CNA) and completed a 120-hour supervised externship through a local career college
    - Presentations (if demonstrates expertise in a particular area within a career field)
      * Example: Looking for a job as a full-time faculty member at a university and spent 5 years as a guest lecturer at a local community college
    - Professional development activities (if demonstrates expertise in a particular area within a career field)
      * Example: Looking for a job in marketing and hold the Toastmasters’ International Competent Communicator certification
  + Share that it is up to each participant to decide what is relevant to include or not
  + Share that the following criteria may help participants decide what to include:
    - Overall extent of work experience in the field (i.e., if very little, try to add volunteer, internships, and professional development activities)
    - Specifics listed in job postings (i.e., if the posting spells out that the company wants to hire someone with extensive volunteer experience, list it)
    - Standards within the field/company where the applicant seeks employment (if the company is a large research facility, including publications in professional journals may be appropriate)
  + Tell participants to save a copy of each resume they send along with a note of to whom they sent it
  + Remind them to print extra copies on nice paper and bring them along to any interviews

**ACTIVITY**: Have participants complete **Activity #4** on the *Activity Sheet*

**Wrap Up/Closing (3 mins)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving