

Résumés 101

ENG108: Technical Writing

Overview of Presentation

- Purposes of a résumé
- What readers care about
- Typical parts of résumés

Purposes of a résumé

- The word résumé comes from a French word meaning “to sum up.” (Source: Online Etymology Dictionary, etymonline.com)
- The résumé is a curated or selected document that shows a specific reader your **unique** and **exceptional** qualifications.
- If you are switching careers or fields, the résumé should demonstrate the transferability of past experience.
- The résumé should communicate why you are worthy of an interview!

What résumé readers care about

- According to your textbook, Paul Anderson's *Technical Communication*, résumé readers typically care about the following, in order of importance:
 - Technical Ability
 - Supporting or Soft Skills
 - Favorable Personal Qualities
- Résumé readers care about evidence, so it's important to **SHOW, DON'T TELL**.
 - Show your reader that you are exceptional and unique through concrete evidence, not bold claims!

Illustrating technical ability

- Technical ability refers to the résumé writer's ability and credentials to carry out the day-to-day work of the desired position.
- For example, if you're applying for a Medical Assisting position, the reader is going to want to know that you are qualified and credentialed to carry out the tasks and duties incumbent upon a Medical Assistant.
- On a résumé, technical ability can be illustrated by any of the following:
 - Education (degrees, trainings, etc.)
 - Certifications or licenses
 - Past work experiences
- The burden of proof regarding technical ability varies from position to position, so be sure to know what counts as viable evidence in your own field!

Illustrating supporting skills

- Supporting skills are often referred to as “soft skills,” but they are the types of skills that allow someone to carry out their technical work at a high level.
- Supporting skills can include, but are not limited to:
 - Communication (written, oral, etc.)
 - Leadership and Management
 - Teamwork
 - Creativity/Innovation or Critical Thinking
- On a résumé, supporting skills can be illustrated by any of the following:
 - Education and Trainings (specific classes)
 - Past work experiences
 - Volunteer experiences

Illustrating favorable personal qualities

- Favorable personal qualities are relate to your personality and professional disposition.
- Favorable personal qualities are very difficult to communicate via the résumé and are usually determined through other parts of the hiring process (e.g. reference checks, the interview, or even the cover letter).

Parts and pieces of a résumé

- Résumés are as unique as you are, so there are no hard-and-fast rules about their pieces.
- Typically, a résumé includes contact information, a series of headings which categorize and order information, a series of “entries.”

An example résumé

Mike Tardiff

tardiffm@msu.edu | 207.852.7903

EDUCATION

Master of Arts, Rhetoric & Writing (Literacy & Pedagogy focus) Michigan State University	2013
Bachelor of Arts, English & Media Studies (Summa Cum Laude) University of Southern Maine	2009

RELEVANT EXPERIENCE

Writing Instructor, Michigan State University >> Teach college-level writing classes with a focus on writing for many audiences across genres	2012-
Writing Instructor, University of Detroit Mercy >> Teach upper-level freelance writing or print and web course for Digital Media and English students	2013-
Media & Technology Specialist, Michigan State University >> Manage social media, web, and institutional presence of a research and resource center on a campus of 48,000	2010-
Sports Editor & Weekly Columnist, Southern Maine Free Press >> Produced and managed sports section for newspaper with audience of ~10,000; wrote weekly column	2007-2009

AWARDS AND HONORS

Guy P. Gannett Journalism Scholarship
Media Studies Most Outstanding Senior Award
THATCamp Mellon Fellowship (Digital Humanities)

SKILLS

Expert	Proficient/Working Knowledge
Writing & Reporting	Adobe Creative Suite (esp. Photoshop)
Technical Writing	HTML/CSS
Professional Writing	
Content Management	
Social Media	

Works Cited

- The Online Etymology Dictionary (available at: etymonline.com)
- Anderson, P. V. (2013). *Technical communication*. Cengage Learning.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



This work by Kennebec Valley Community College is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).