



# Resume Workshop

May 17, 2017

Presented by: Maria Andrade-Hernandez, Felipe Sanchez & Danielle Lew

# The Importance of a Well-Written Resume

“A resume is a medium for advertising yourself, it’s the first means in which you use to present yourself as a job applicant and try to claim that you are the best choice candidate to a prospective employer.”

- LinkedIn



WORKFORCE DEVELOPMENT



Except where otherwise noted, this work by Long Beach City College, a Department of Labor, TAACCCT funded project is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

# What Should Be Included On Your Resume?

- Your Contact Information
- Objective
- Work/Employment History, or Professional Experience
- Training/Skills/Certifications
- Education
- Cover Letter & References (additional elements to include if applicable)



# Objective

- This is a brief statement about your immediate goal – one sentence. Generally, if you are an entry-level candidate, then you would want to include an Objective
- This should be the first section after your name and contact information
- The objective statement is specific and not vague. It should describe your need (what kind of work do you want to do? In what field?), as well as the benefits you would provide to the job opportunity
- EXAMPLE:

# Employment History, Professional Experience

- ❑ List all of your previous jobs in chronological order (most recent first)
- ❑ Include Company Name, City/State, Job Title, Years worked, and your duties and responsibilities
  - ❑ Written in bullet points
  - ❑ Use action words that are specific (ie “managed a team of 10 people” instead of “helped to oversee a team of 10 people”)
  - ❑ Use the job description that you are applying for, to help frame your work experience
  - ❑ Keep it concise and relevant to the job and position you are applying to

# Training/Skills/Certifications

- A separate section with any relevant Training courses or Certifications should be listed after your work experience
  - Include the name of the training entity and basic information on the training (what kind of course it was, # of hours completed)
  
- A separate Skills section with any relevant skills that are relevant to the job you are applying for
  - This section should not include any duplicate information that is already listed elsewhere in your resume
  - Examples of skills include: typing skill, use of specific software applications, languages spoken, or any specialty skills learned
  - Be sure to list your proficiently level for each (ie. “Fluent in English and Spanish”; or “Advanced Photoshop experience”)



# Education

- List Education background after your Training/Skills/Certifications section
- Include name of educational institution, city, state and years attended
- If you received any honors or noteworthy achievements, you may include that (Ie. “Graduated with honors”); similarly if you achieved a high GPA, you may also list that



# Resume Example

## Applicant Name

Address, City, State, Zip

Phone Number

Email address

---

## OBJECTIVE

(Type in your objective or career goal)

## EMPLOYMENT HISTORY

(Type in your previous jobs in chronological order. List the most recent job first, and then the next job, and so forth)

Company Name

City, State

Job Title

(MM/YYYY to MM/YYYY)

Job Description

You can enter your job description here:

\*You can repeat the above format for each job you wish to list on your resume.

## CERTIFICATIONS

(Enter any certifications you have received such as industry recognized certifications, certificates of completion, etc.)

- Industry recognized certification
- Certificate of completion

## EDUCATION

(Type in your educational background here)

Name of Educational Institution

City, State

(MM/YYYY)





# Cover Letter Example

Applicant Name  
Home Address  
City, State, Zip Code  
Phone Number  
Email Address

Today's Date (April 5, 2017)

Hiring Manager Name or Representative Name, Title  
Company Name  
Company Address  
Company City, State, Zip Code

Dear (enter Title and surname of Hiring Manager or representative):

Paragraph 1(Introduction): The first paragraph of your cover letter should refer information on why you are interested in the position. For example: I am writing to apply for the role of (example Heavy Equipment Mechanic) as advertised on (enter company website or where the job was advertised) [www.ryder.com](http://www.ryder.com). As you can see from my attached resume, I have been successful at (enter your current employer name) and I am now looking to build on these skills/achievements in a more senior role.

Paragraph 2 (Description): Enter your qualifying skills or achievements in this paragraph as it relates to the job description you are applying for. Try to explain your skills so the hiring manager can read about your passion to work at their company.

Paragraph 3 (Closing): Let the hiring manager know that you will give the company a follow-up call about the status of your application, or you can provide a simple statement about how to reach you. Example: I look forward to hearing from you to further discuss my qualifications for this position. I can be reached at (xxx) xxx-xxxx or you can send me an email at (enter your email address). Thank you for your time!

Best Regards,

Enter applicant name

Enclosure (don't forget to attach your resume as either a word document or a pdf document if you are applying for a job online. If you are applying with a paper copy, make sure to include a recent copy of your resume)



# References Example

## Applicant Name

Home Address

City, State Zip Code

Phone: (000) 000-0000

Email: [emailname@gmail.com](mailto:emailname@gmail.com)

---

▪ Company Name: Athens Services  
Name of Reference: **Mr. John Smith**  
Title: **Manager**  
Phone Number: (000) 000-0000  
Email address: [emailname@yahoo.com](mailto:emailname@yahoo.com)

▪ Company Name: Athens Services  
Name of Reference: **Mr. John Smith**  
Title: **Manager**  
Phone Number: (000) 000-0000  
Email address: [emailname@yahoo.com](mailto:emailname@yahoo.com)

▪ Company Name: Athens Services  
Name of Reference: **Mr. John Smith**  
Title: **Manager**  
Phone Number: (000) 000-0000  
Email address: [emailname@yahoo.com](mailto:emailname@yahoo.com)



# Important to Keep in Mind...

- Keep resume to 1 page
- Use a professional font
- Save your resume in a Word document (to edit) and in a PDF format (final version – to send out to employers)
- Use a professional email address that you regularly check
- Ask someone to proofread before you submit





# QUESTIONS?

THANK YOU!



---

Except where otherwise noted, this work by Long Beach City College, a Department of Labor, TAACCCT funded project is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.