



# Resume Writing: Crafting Your Professional Story

## Career Services at Triton College





# What is a resume?



- Informational document
- Details and summarizes your qualifications
  - Experience
  - Skills
  - Education
- One to two pages in length

# Always think long-term (Graduation + CAREER)



- This is your opportunity to shine!
- Yes, it's record keeping but it's also an opportunity to describe to employers what you've accomplished
- List of skills and **ACCOMPLISHMENTS** (not a copy and paste of your job description)
- As part of an application for employment, a scholarship, or graduate school



# Primary Sections



- **Contact information**
- **Objective/Professional Summary**
- **Essential Skills**
- **Education**
- **Relevant Coursework / Clinicals**
- **Experience (Work and Leadership)**

# Objective or a Summary?



## OBJECTIVE:

- We all know you want a job
- We all know you want to contribute to the company
- We all know you want to grow

So...are they really helpful?

What should you use instead?

# Objective or a Summary?



## SUMMARY:

- states who you are and what you can do
- Use this space to highlight accomplishments, relevant skills, experience, etc



# FROM OUR TEMPLATE



## Professional summary:

This should be a summary paragraph of your qualifications, skills and experiences.

Include the four key elements that build a case for your target positions:

- experience or education
- strengths
- personal attributes
- impact or contributions

# EDUCATION



- Start with your highest degree first
- Add all other degrees, certificates, etc in reverse chronological order

## TIPS:

- IF you finished college, don't add high school information
- Persuade employers your educational background is relevant to the job
- You may need to add a "Relevant Coursework" section to your resume



# Skills



- This is your opportunity to help recruiters
- Demonstrate that the skills they are asking for are the skills you have

## From our template:

- Industry specific skills
- People focused skills
- Technology
- Languages

# How do you demonstrate experience?



- **Work experience**
- **Clinical experience**
- **Internship experience**
- **Relevant coursework**

**Regardless of the sections, use bullet points that begin with action verbs**

**And always use the STAR Method! You want to both quantify and qualify your contributions**



# Using the STAR Method



**STAR is an an easy way to remember the following:**

- **S/T:** What was the ***SITUATION, TASK***, problem, challenge, etc that you worked on?
- **A:** What ***ACTIONS*** did you take to accomplish your job?
- **R:** What were the ***RESULTS*** of those actions?

# EXAMPLES:

## Nursing Assistant



## Took care of patients

- **S/T:** 12 patients were in my care
- **A:** delivered patient care; answered families' questions
- **R:** Increased patient satisfaction

**Provided direct care to 12 patients, addressing their needs and concerns, while effectively managing inquiries from their families.**



# EXAMPLES:

Sales Associate (Cashier)



*Helped customers buy pet items*

- **S/T:** Customers were unsure of what to buy
- **A:** Answered customer questions
- **R:** Increased sales

**Assisted customers in choosing the optimal products for their pets, contributing to a 25% increase in sales.**

# Next Steps



## *Visit Career Services*

- [Careerservices@triton.edu](mailto:Careerservices@triton.edu)
- <https://www.triton.edu/students/career-services/>
- 708-456-0300, ext 3619
- Room A-204



# Career Services Staff



Lorena Gasca  
***Director***



Eric Nemchock  
***Career Services  
Specialist***



Loretta Nyhan  
***Career Services  
Specialist***



Freida Spiller-  
Iverson  
***Admin Asst***

Room A-204  
careerservices@triton.edu  
708-456-0300, ext 3619