



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



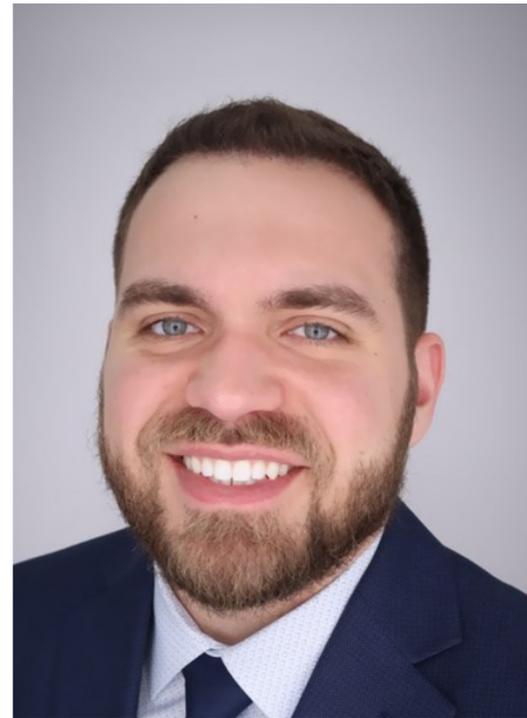
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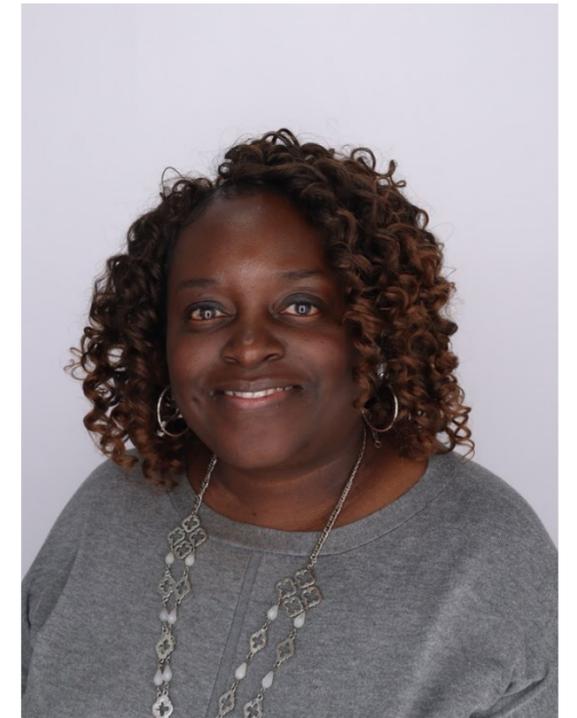
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