RESUME WRITING WORKSHOP

Presented by the Office of Human Resources

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Vacancy Announcements

READ the vacancy announcement carefully:

❑ Highlight how you meet the knowledge, skills, and abilities (KSA) requirements.

❑ Focus on the "requirements" or "qualifications" and look for desirable credentials for your ideal job.

You may be required to provide information relating to minimum qualification requirements, including specialized experience, selective placement factors, educational requirements, etc.

General Information

- ❑ **Contact information** – full name, street address, city, state, and zip, home phone number, cell phone number, and email address.
- ❑ **Timeframes** – dates or length of time you worked on a project or job.
- ❑ **Rotations/Details** – type of work you performed
- ❑ **Education** – degrees including course/credit work.
- ❑ **Extracurricular or Volunteer Activities** – projects, dates, and experience that applies to the field.
- ❑ **Internships** – internships, whether during the summer or over an entire semester.

Resume Formats

Chronological

- Your most recent experience is listed first, followed by each previous job.

- Usually easier to write and highlights similar jobs you have held.

- Disadvantage: A chronological résumé may display gaps in employment, etc.

Functional

- Your skills and accomplishments are emphasized from each of the positions you have held.

- A well-written résumé presents your strengths.

- Disadvantage: A skills resume can hide details that can be used to determine minimum qualifications.

USAJOBS

- Confidentiality
- Candidate Information
- Vet Preference
- Selective Service
- Highest Career Level Achieved
- Federal Employee Information
- Work Experience
- Duties, Accomplishments, Related Skills
- Education

- Relevant Coursework, Licensures and Certifications
- Job Related Training
- References
- Language
- Affiliations
- Publications
- Additional Information
- Availability
- Work Environment
- Location

Promote Yourself

- ❑ Your resume is about you, not past jobs.
- ❑ Use your resume to "show" your qualifications
- ❑ Explain your accomplishments and how they are relevant to the work you would like to do next.
- ❑ Draw attention to your knowledge, skills and abilities

Be Concise
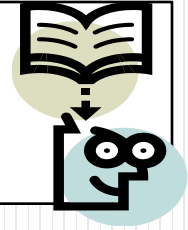
❑Do not include irrelevant information.

❑Include critical information pertinent to the position.

❑Directly address what is required in the vacancy.

❑List accomplishments, not activities

Use Numbers

Numbers help to quantify your successes on your resume.

For example: "Managed a division budget of over $750,000"

- or -

"Wrote a proposal that resulted in a $150,000 grant for the organization".

Emphasize Time

DEMONSTRATE how you:

- ❑ Helped save time
- ❑ Met deadlines
- ❑ Worked efficiently to achieve results

Outcome

FOCUS on what occurred, how much and how many?

❑ Showcase how you created a program

❑ Implemented procedures

❑ Saved money

❑ Led a team, etc.

Highlight Your Role

- Were you a supervisor or a team leader?
- What was your role in the project/program?

- List examples that demonstrate your skills
- Identify results of your work efforts in terms of contributions, impact and skills

Proofread

Make sure to proofread your resume to eliminate all spelling, punctuation, and grammatical errors

Final Reminders

- ❑ Study the position description
- ❑ Review your job description, performance appraisals, letters of recognition, etc.
- ❑ Review the organization and integrate your experiences/interests with employer's mission
- ❑ Stay focused on the target job requirements
- ❑ Pay attention to the KSAs listed in the vacancy announcement
- ❑ Address selective placement factors if appropriate
- ❑ Be accurate and do not exaggerate!