

# RESUME 1.0

## WHY AND HOW TO CREATE A RESUME



# Goals

- State the purpose of a resume
- List 7 categories of information that a resume might include
- Name 3 categories of information that a resume does NOT include
- Define the 3 styles of resumes
- Identify 3 ways to save your resume so you can access it from any computer at any time
- Begin filling out a worksheet to gather information for your resume



# Time Employer Spends Reading a Resume

- How much time does the reader typically spend reading the resume (first read: yes/no/maybe decision)

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# The Basic Standards of a Good Resume

- Is **accurate** and **honest**.
- Is easy to read (e.g., short, clear sentences describing your skills/accomplishments)
- Contains correct grammar, spelling, word usage, and sentence structure
- Uses consistent format throughout document
- Provides basic contact information
- Includes information that shows why you're qualified for the job (e.g., skills, work history/accomplishments, and education/training)

# Brainstorm

What categories of information do you typically see on a resume?

(Type your answers in the Chat box)



# Categories of Information

Your resume will have your **name** and **contact information** and may include any of the following:

- Summary
  - Skills
  - Work History
  - Education
  - Military Experience (U.S.)
  - Licenses & Certifications
  - Honors/Awards
  - Volunteer Experience
- And more, depending...

We include this information in different sections, using the labels above.

# Sections – Name & Contact Information

## What to Include

- Name
- Contact info
  - ~~Mailing address~~ (or just city/state/zip)
  - Email address ([YourName@gmail.com](mailto:YourName@gmail.com))
  - Phone number

**Scott Stephens**  
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Las Vegas, NV 89288  
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sstephens@yahoos.org

**SUMMARY**  
Experienced and motivated real estate sales professional with outstanding customer relationship skills.

**QUALIFICATIONS**

- Extensive knowledge of both commercial and residential real estate buying and selling
- Proven sales performer with expertise in cultivating new commercial real estate customers
- Excellent communication skills, particularly in the area of establishing relationships with new potential buyers.
- Outstanding organizational, multitasking and problem-solving skills
- Willing to travel or relocate if necessary

**WORK EXPERIENCE**

2005 - 2008  
*Real Estate Agent* Vegas Realty  
Las Vegas, NV  
Provide full buying or selling real estate services for residential and commercial customers.  
• Closed over \$6 million in commercial property sales in 2007  
• Developed and maintained lucrative relationships with key clientele  
• Developed a monthly newsletter to maintain relationships with past customers, increasing repeat business by 24%.

2002 - 2005  
*Real Estate Agent* HomeSafe Realty  
Las Vegas, NV  
Researched and investigated homes for potential buyers. Marketed and sold property for sellers.  
• Sold eight homes at prices of \$2.25 million or higher  
• Received employee of the month award in March, 2000 and July, 2001.

1999 - 2002  
*Real Estate Agent* Apex Realators, Inc.  
Apex, NV  
Facilitated purchase contracts for clients through various phases of the sales process, including showing property and negotiating loans.  
• Earned the distinction of youngest agent ever to sell over \$2 million in a single calendar year

1977 - 1999  
*Accounts Receivable Clerk* Gold Eagle Realty  
Carson, NV  
Managed travel appropriations and posted payments to accounts.  
• Performed administrative function including receiving calls, filing paperwork and scheduling (clients)  
• Developed a system for organizing real estate paperwork that resulted increased office productivity

**EDUCATION**

1999 Hobart School of Real Estate  
*Real Estate License* Las Vegas, NV

1957 University of Idaho  
*Bachelor's Degree in Business Administration* Boise, ID



# Sections - Summary

- A short overview of who you are in a work setting and the value you offer. 2-3 lines of text, paragraph or bullets.

## SUMMARY

Bilingual (English/Spanish) **Crew Member** with experience in fast-paced environment. Recognized for excellent customer service with multiple Employee of the Month awards. Able to handle all food prep equipment, cash registers, and POS databases. ServSafe Certified. ChokeSaver Training.

# Sections – What's Next?

- You get to decide the order of the sections.
- Most common: Summary, Skills, Work History, Education
- Your decision should be based on which piece(s) of your background best match the job you're applying for.

# Section - Skills

- List work skills you have that an employer might be interested in. For example:

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## SKILLS

- Customer Service
  - Microsoft Office
  - Food Safety
  - Cash Handling
  - Attention to Detail
  - Teamwork
-

# Sections - Experience

- List work experience in reverse chronological order (start with most recent)
- Include: Name of Company, City, State, Job Title, Dates
- Use lists of tasks performed, skills used, and specific accomplishments or outcomes
- You may include relevant volunteer/unpaid experience along with paid experience



# Sections - Experience

**Scott Stephens**  
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Las Vegas, NV 91288  
555-644-5659  
sstephens@yahoo.org

**SUMMARY**  
Experienced and motivated real estate sales professional with outstanding customer relationship skills

**QUALIFICATIONS**

- Extensive knowledge of both commercial and residential real estate buying and selling
- Proven sales performer with expertise in cultivating new commercial real estate customers
- Excellent communication skills, particularly in the area of establishing relationships with new potential buyers
- Outstanding organizational, multitasking and problem-solving skills
- Willing to travel or relocate if necessary

**WORK EXPERIENCE**

2007 - 2008 **HomeSafe Realty**  
Las Vegas, NV  
*Real Estate Agent*  
Provide full buying or selling real estate services for residential and commercial customers.

- Closed over \$6 million in commercial property sales in 2007
- Developed and maintained lucrative relationships with key clientele
- Developed a monthly newsletter to maintain relationships with past customers, increasing repeat business by 24%

2002 - 2005 **HomeSafe Realty**  
Las Vegas, NV  
*Real Estate Agent*  
Researched and investigated homes for potential buyers. Marketed and sold property for sellers.

- Sold eight homes at prices of \$2.25 million or higher
- Received employee of the month award in March, 2000 and July, 2001

1999 - 2002 **Apex Realtors, Inc.**  
Apex, NV  
*Real Estate Agent*  
Facilitated purchase contracts for clients through various phases of the sales process, including showing property and negotiating loans.

- Earned the distinction of youngest agent ever to sell over \$2 million in a single calendar year

1977 - 1999 **Gold Eagle Bank**  
Las Vegas, NV  
*Accounts Receivable Clerk*  
Used travel appropriations and posted payments to accounts.

- Developed administrative functions including receiving calls, filing paperwork and including closings
- Developed systems for organizing real estate paperwork that resulted in increased office productivity

**EDUCATION**

1999 **Hobart School of Real Estate** Las Vegas, NV  
*Real Estate License*

1997 **University of Idaho** Boise, ID  
*Bachelor's Degree in Business Administration*

# How to Write Your Experience Section

- Start statements with ACTION VERBS (see handout)
- Present tense for current job(s)
- Past tense for past jobs
- Specifically describe the skills you used
- Include your accomplishments/outcomes



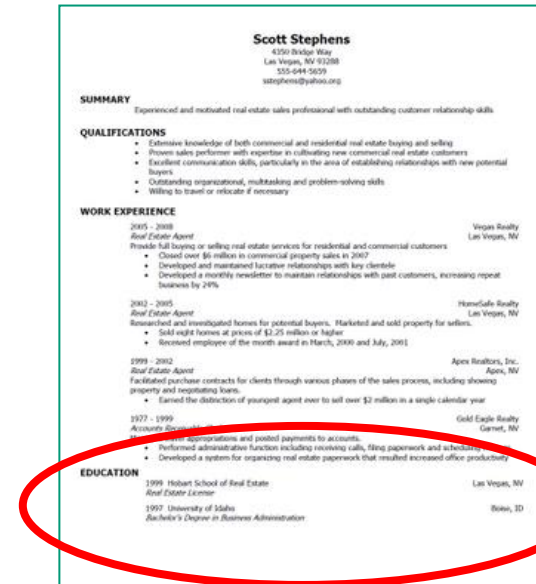
# How to Write Your Experience Section

- Food service Poor
- Served meals to people Better
- Served meals to 250 people/day during busy lunch hour Best

# Sections - Education

## Education

- Education also goes in reverse chronological order (most recent goes first)
- Dates not necessary unless they're recent or they explain a gap in work
- If you have a college degree, omit high school
- Include individual courses or trainings, even if not part of a degree program





# Sections - Other

- Continue to include whichever other sections highlight pieces of your background that are relevant to the job you are interested in.



# Do Not Include

- Social Security Number
- Date of Birth
- Salary Information
- Social Media links  
(except updated LinkedIn URL)
- “References Available Upon Request”
- Photo
- Unprofessional Fonts (e.g., Comic Sans, Script fonts)

## Personal information you **SHOULD** include:

- ✓ Your name
- ✓ Your location
- ✓ Your email address
- ✓ Your phone number

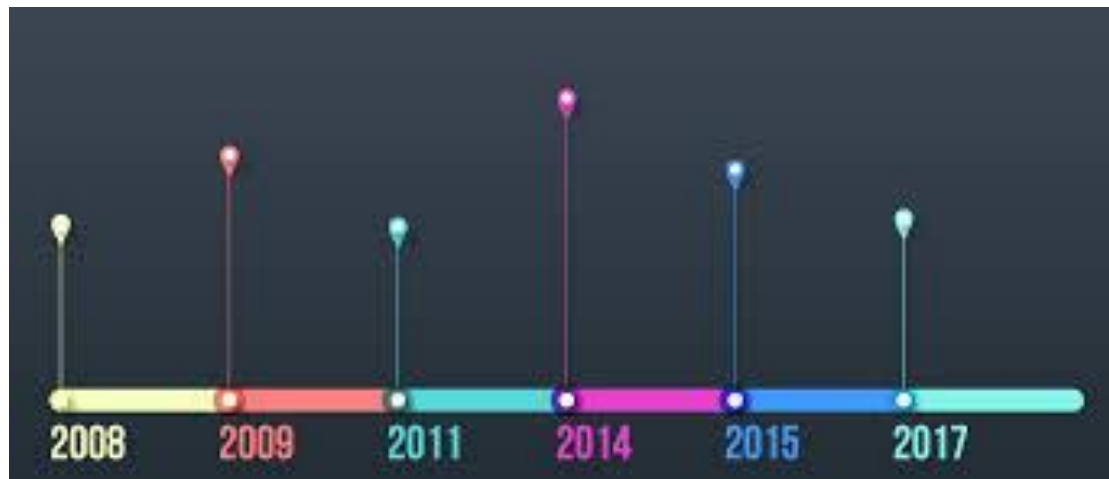
## Personal information you **SHOULD NOT** include:

- ✗ Your religion
- ✗ Your marital status
- ✗ A picture of yourself
- ✗ Your age or date of birth

# Formatting

- Chronological

- Lists work experience in reverse chronological order - starting with most recent position
- Preferred by most hiring managers/recruiters
- Compatible with applicant tracking systems (ATS)



# Formatting

- Avoid Templates and Resume Builders
  - They can be hard to edit
  - They often are not compatible with Applicant Tracking Systems

# Formatting Guidelines

- Length: depends on the individual, generally no more than 2 pages
- Set-up: Text aligned to the left; section headings can be centered or left justified; bullet points (not paragraphs)
- Font type: Easy to read and translated between computers (Ex: Arial, Calibri, Verdana, Tahoma)
- Font Size: 10 - 12 point
- Margins: Minimum of .7 inch

# Saving Your Resume

Before you apply for a job:

- Save as YourName.JobTitle.doc
- Save in several formats for easy use with online applications
- Word Document - .doc, .docx
- PDF Format - .pdf (ensures formatting, but may not always be compatible with ATS)



# Where to Save Your Resume

- Send to yourself as an email attachment (Word doc)
- Flash drive (Word doc)
- Save on Google docs so you can access your resume from any computer (however, not always compatible with ATS)



# Resume Building Tutorial

- [www.gcflearnfree.org/resumewriting](http://www.gcflearnfree.org/resumewriting)





# Recap

- The purpose of a resume is to get an interview.
- A resume might include skills, work history, education, licenses, volunteer experience, military history, publications (and more).
- A resume does NOT include a photo, birthdate, social security number.
- A chronological resume lists work history in reverse chronological order.
- Save your resume to a flash drive (as a Word doc), email it to yourself, and save it as a Google doc .so you can access it from any computer at any time