

## 3.10 CREATE AN EFFECTIVE RESUME

Display Slide T-3.10-1 Title Slide

### Exercise: Resume Quiz:

- Refer to Page 164 in the Participant Manual.
  - Give the class 5 minutes to answer questions on the resume quiz and discuss answers aloud.
- \*\*Note for Instructor: You will find the answers to the Resume Quiz immediately following this section.

### **Transition Statement and Introduction to Resume Section**

*As we have emphasized throughout this workshop, career transition is a process and we have covered a number of important topics. In order to take full advantage of this workshop and make the most of your transition, you will need to follow the steps we have reviewed. Analyze your skills. Take the time to invest in yourself and discover what you want to do in your next career! As a member of the Armed Services, you have many valuable skills and a wide variety of options. Take advantage of the services offered by your local TAP/ACAP office. Make an appointment to continue the process, do your research, complete your resume, look for jobs and practice interviewing skills.*

*You may still have several important decisions to make:*

- the type of position(s) you want*
- the industry or industries you want to work in*
- the type of company(s) you want to work for, and*
- location, location, location--where you want to live*

*Making these decisions will help you write a more effective, achievement-based resume...the next step toward finding a job!*

*Today we are going to help you get started. Over the next four hours, we are going to take you through the steps of writing an effective resume and help you develop a **Rough Draft**. Your resume is your marketing document and you are the product. Please keep in mind that there is no right or wrong way to do a resume! However, there are basic guidelines and tips that will help you write an effective resume and put you ahead of the competition. This **Rough Draft** will be a work in progress and will need a lot of review, rewriting, editing and fine-tuning before you have a final product. Many of you will need more than one resume. What we start today, however, will be a beginning and an important stepping-stone in your job search process.*

### **Resume Writing Objectives**

*The objectives of this section are:*

- Review key elements in the resume-writing process*
- Write career objectives and descriptive accomplishment statements*

- *Construct a draft resume*

### Display Slide T-3.10-2: Objectives

*Before we begin to draft your resume, we are going to review several key elements of the resume-writing process. These include:*

1. *The Purpose of a Resume*
2. *The Importance of Career Decision Making in the Resume-Writing Process*
3. *Resume Formats and Types*
4. *Sections of a Resume*
  - a. *Contact Information*
  - b. *Objective Statement*
  - c. *Summary of Qualifications*
  - d. *Experience*
    - i. *Translating Your Military Skills to Civilian Terminology*
    - ii. *Writing Accomplishment Statements*
  - e. *Employment History*
  - f. *Education/Training*
5. *Items NOT to Include on Your Resume*
6. *Drafting Your Resume*
7. *Resume Review and Quality Assurance*
8. *How Resumes are Submitted*
9. *Ways to Market your Resume*

### **Introduction: Your Resume Opens the Door**

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*In the job search, paper is the great equalizer. Most employers will see you on paper before meeting you in person. The resume has to present you in the best light so they will be excited enough to meet you!*

## **Introduction: Marketing Your Resume**

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*Like it or not, you're now in the sales business. The product is YOU! The basic job search principle requires you to market yourself.*

*So, let's get started!*

### **1. The Purpose of a Resume**

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*A resume is a sales document. It sells a product – you!*

- *The resume summarizes your skills, accomplishments and qualifications. The resume illustrates to an employer what you can do, how you can do it, and how you can contribute to their company.*
- *Employers use the resume as a screening tool. The resume helps them decide what candidates may be the best fit for their company and who they want to interview.*
- *The resume will help get you a job interview. It's up to you to get the job!*

#### **KEY POINT:**

*The resume is a marketing tool. It sells your skills and accomplishments. A resume gets you an interview, not a job.*

## 2. The Importance of Career Decision Making in the Resume Writing Process

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*As you plan your transition, one of the most important decisions you need to make is what career you want. Earlier in the workshop, you completed a few worksheets that helped you determine your work preferences and analyze your work-related values. Let's review:*

- *In those worksheets, you identified what type of work you would enjoy, the type of company or industry that you would like to work for and how your values will affect your satisfaction with a job.*
- *Research can help you make your final career decisions. There are many research tools, but one of the best and most comprehensive is the U.S. Bureau of Labor Statistics' Website: [www.bls.gov](http://www.bls.gov)*

*This website can help you research the following information:*

- *The career field(s) that you would like to pursue*
- *Employment and salary trends for that industry/position*
- *Where the jobs are and who is hiring*
- *What qualifications and credentials you will need*

*Take the time to do your research. DOL and DOD offer you outstanding career resources, and we encourage you to use them!*

## **KEY POINT:**

*Career decision making requires research. Analyze what you like to do, your work preferences and values. Research the career field, industry, salary, location, job growth, etc. A definitive career choice is critical to writing the most effective resume.*

### **3. Resume Formats and Types**

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*When it comes to resumes, we have to examine both the Format and the Type.*

*Resume FORMATS include the four basic resumes:*

- *Chronological Resume*
- *Functional Resume*
- *Combination Resume*
- *Targeted Resume*

*There are a few other resume formats as well which we will mention later.*

*Resume TYPES reflect the way in which you will distribute or submit your resume to potential employers. We will cover these after we first discuss resume FORMATS:*

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#### **Format: Chronological Resume**

- *A chronological resume focuses on your work history. Jobs are listed in reverse chronological order with your current or most recent job first.*
- *Some employers prefer this type of resume because it's easier for them to see what jobs you have held, for how long, and what you did.*

- *A chronological resume shows career progression and growth*
- *Let's discuss and review some examples.*

Refer students to *Resume Comparison Chart* on Page 12 of the TAP Supplement. Discuss advantages and disadvantages of the Chronological format.

Refer students to the Chronological resume sample on Page 4 of the TAP Supplement.

Format: Functional Resume

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- *A functional resume highlights your major skill areas. Skills are grouped into functional areas regardless of where or when you learned them. Work history is not included on a functional resume.*
- *A functional resume is used most often by people who are changing careers or who have gaps in their employment history.*
- *Let's discuss and review some examples.* Refer students to the Resume Comparison Chart on Page 12 of the TAP Supplement and review advantages and disadvantages of the Functional resume.
- Refer students to example Functional resume sample in the TAP Supplement on Page 6 and discuss.

### Format: Combination Resume

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- *A combination resume is a combination of the chronological & functional resume formats. It lists your skills and functional areas first. Your employment history is listed next.*
- *This type of resume highlights the skills you have that are relevant to the job you are applying for. It also provides the chronological work history that some employers prefer.*
- *Let's discuss and review some examples. Refer students to the Resume Comparison Chart on Page 12 of the TAP Supplement and discuss advantages and disadvantages of the Combination resume.*
- *Refer students to the example Combination resume in the TAP Supplement on Page 8.*

### Format: Targeted Resume

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- *A targeted resume is a resume that is customized to a specific job. It specifically highlights the experience and qualifications you have that are most relevant to the specific job you are applying for.*
- *A targeted resume takes more work, but is well worth the effort.*

*The advantages of a targeted resume are:*

- *It is targeted to the company and position you're applying for and specifically targets the employer's needs.*
- *It highlights your most relevant accomplishments, skills, experience and qualifications for a specific job.*
- *It shows that you have a very clear understanding of what you want to do and the related skills necessary to do the job.*
- *It shows you have done your research.*

*Let's discuss and review some examples.*

Refer students to the Resume Comparison Chart on Page 12 in the TAP Supplement and discuss advantages and disadvantages of the Targeted resume.

To see a Targeted resume sample, refer students to Page 80 of the TAP Participant Manual.

**KEY POINT:**

There is no "right" or "wrong" way to do a resume. Select the resume style that best meets your job search needs and goals.

## Other Resume Formats

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*There are additional formats that may be more appropriate depending on the type of job or career you're interested in:*

- Federal Resumes –We have already discussed the federal resume (See example in the TAP Manual on Page 60). We strongly recommend that you sign up for a Federal Resume workshop, if one is available, at your TAP, Family Service, or ACAP Centers.
- Curriculum Vitae – this is appropriate for TAP participants pursuing careers in academia and medicine and for some very senior level jobs. Research different formats at the library, resume books, or in the TAP/ACAP Resource Center.
- Hybrids of several formats – depending on the job, you may choose variations on any of the formats we have mentioned. Remember that job seekers need to give the company what it is comfortable receiving. Informational interviews and going to job fairs will help as well as good networking.

## Which Format to Use?

### Show Slide T-3.10-13

Students need to use the format that best aligns their skills and experience with that of the open position.

*Transition Statement: Remember, there is no right or wrong way to do a resume.*

*Select the resume format that works best for you and highlights your skills, experience and accomplishments.*

*Following these suggestions will help your resume stand out and put you ahead of the competition! Let's review:*

*We've already learned that your resume needs to:*

- *be written to support your career objective*
- *focus on your skills and achievements (not on a job description)*
- *highlight your most important selling points up front.*

*Now let's look more closely at some other important factors—resume types.*

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*Resume Types reflect the way in which you will distribute or submit your resume to potential employers.*

*Resume TYPES include*

- *Paper (Traditional) Resume*
- *Scannable*
- *Electronic*

**Display slide T-3.10-15**

*Type: Paper (Traditional) Resume*

*The printed resume is the traditional paper resume that you would mail to a company, take with you on an interview, Job Fair or mail/fax in response to a job ad. Basic guidelines for writing the printed resume include:*

## Paper (Traditional) Resume - Presentation Tips and Guidelines

- *Visual Appeal: - First impressions count, so make your resume look professional and visually appealing to the employer. Readability is everything! Be sure to leave plenty of white space. You only have 15-20 seconds to make a good first impression. If the reader has to struggle to read your resume, they may screen you out immediately.*
- *Page Length - For most resumes, the 1-2 page rule applies. Keep your resume short, succinct and accomplishment-based.*
- *Font - Use a font that is conservative and easy to read. Recommended fonts are Tahoma, Arial, Times New Roman, and Verdana.*
- *Font Size - As a general rule, pick from 11 to 12 points in size depending on the font and readability. It is OK for your name to be up in 14 point size font to make it stand out.*
- *Font Style - Use bold, italics, underlining and capitalization to highlight certain words, projects, numbers and information which you want to draw attention to the reader. Don't overuse and avoid this on the scannable resume.*
- *Paper Color - Use White, ivory or light gray*
- *Proofread and spell check - Make sure your resume is error free.*

- *If your resume is longer than one page, place your name and the page number on the top of all subsequent pages*

Display slide T-3.10-16 and highlight example

- *Writing Style: Always write in the first person, dropping the "I" word in the beginning of each sentence, and pay attention to correct grammar and punctuation. This gives your resume a more professional tone.*

**KEY POINT:**

The way your resume looks is just as important as what it says. By following these basic tips and guidelines you have increased the chances that your resume will actually be read.

**Display slide T-3.10-17**

Type: Scannable Resume

**Display slide T-3.10-18 and refer students to the example Scannable resume in the TAP Supplement on Page 15.**

*Scannable resumes are designed to be emailed as an attachment or uploaded electronically. Large companies use resume scanning programs to screen candidates against a certain set of criteria or "key words." In order for your resumes to be scanned effectively, however, they must be written in a specific style known as the scannable resume. Scannable resumes are typically very plain. All of the things you would do to make your printed resume attractive, i.e., font style, bold, etc. are not used in the scannable resume. Let's look at some guidelines:*

## Scannable Resumes: Presentation Tips and Guidelines

- Very "Plain"
- Use fonts such as Arial or Times New Roman
- DON'T use bold, italics or underlining. Use plain bullets.
- Use a minimum of 11-point font size
- Eliminate graphics, borders, and horizontal lines.
- Avoid using columns and tables that won't scan well
- Spell out symbols like % and &
- If your resume is longer than one page, place your name and page # on the top of all subsequent pages
- Print your resume on smooth white paper and mail it to the employer. It will scan better.

### Display slide T-3.10-19

Type: Electronic Resume

Technology has dramatically changed the way we look and apply for jobs. Many employers now want you to send your resume electronically. There are two ways that employers may ask for your resume electronically.

- E-Mail Attachment - When sending your resume via email, employers may ask for you to send your resume as an attachment. Microsoft Word is a common format and accepted by most employers.
- Pasting Your Resume in the Body of An Email (or ASCII format) - Some companies will not accept a resume as an attachment because of potential risk of viruses. To submit your resume in the body of the email, you would copy it and paste it into the body of the email.

*Important Note: Ensure that you review the resume for formatting prior to sending to the employer.*

**KEY POINT:**

Ensure that your resume is sent in the manner the employer prefers. This may require you to prepare more than one type of resume.

Optional: Play video clip entitled "Resume Guidelines" from the DVD ***The Ultimate Job Search For The 21st Century.***

#### **4. Sections of a Resume**

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*Your resume will generally contain six sections.*

- *Contact Information*
- *Objective Statement*
- *Summary of Qualifications*
- *Experience*
  - *Translating Your Military Skills to Civilian Terminology*
  - *Writing Accomplishment Statements*
- *Employment History*
- *Education/Training*

Display slide T-3.10-21  
Refer students to Page 16 in their TAP Supplement

**a. Contact Information** - This is where your complete name, physical address, email address and phone number will be placed.

- Make sure that the people in your household know you are applying for jobs and take professional messages for you.
- If you have an answering machine, be sure that your message is professional (no songs, special messages, no messages from your children, etc). You can always change it back later.
- Consider using a personal cell phone number as the primary number for job search purposes if you can and check it frequently. You may want to list your home phone as a secondary number. Whatever number you use, make sure the employer can contact you.
- Ensure that your email address is professional. You may want to set up a separate email account just for your job search.

Display slide T-3.10-22  
Refer students to Page 17 in their TAP Supplement

**b. Objective Statement** - the Objective Statement lets the employer know what your career goals are and the job you are applying for. There are two types of objective statements:

- **Targeted Objective** (preferred method) - states the specific job and company you are applying to.

- **General Objective** (*alternate method*) – states the type of job you are looking for. Use a general objective when you are posting your resume on career websites, responding to an ad where you might not know the company, or attending a job fair and are handing out your resume to different companies.

### Writing Good Career Objectives

Display slide T-3.10-23 and refer students to Page 18 in their TAP Supplement

When writing your career objective:

- *Keep it concise, short and to the point. Don't make the employer guess what type of job you are looking for.*
- *Whenever possible, target your career objective to the specific job and company you are applying to.*
- *Avoid vague, long-winded statements that say nothing substantial about your career goal, e.g., "seeking a challenging position with a large company that will provide an opportunity for growth and advancement."*

#### **KEY POINT:**

*A good targeted objective is concise and to the point and focuses on what you can do for the employer.*

*Transition Statement: Now it's time to actually practice how to write a targeted objective.*

## EXERCISE #1 – WRITE OBJECTIVE STATEMENTS

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Demonstrate How To Write a Career Objective

Refer to exercise "Writing Objective Statements" in the TAP Supplement on Page 19

Review sample career objectives at the top of the exercise page.

- Direct students to look at the job(s) they wish to apply for (from homework assigned yesterday) to use as a basis for writing their job objective and the rest of today's exercises.
- Give students 5 minutes to write their career objective. Assist any student who is having difficulty.

After all students have completed this assignment, ask for 2 or 3 volunteers to read their career objective aloud to the group. Chart their answers. Ask the group for feedback and positive recommendations.

*Transition Statement: Now that we have learned how to write a targeted career objective, let's move to the next section of the resume which is called the Summary of Qualifications.*

Display slide T-3.10-25

**c. Summary of Qualifications:** *This section highlights key skills areas and is intended to draw attention to the specific skills that you possess and can offer the company.*

- *This section should be in the form of a paragraph or short list with skills listed as bullets or bullet statements*
- *This is a good place to catch the employer's interest and "sell" your best qualities up front*

Assessing Individual Skills to Be Included in the Summary of Qualifications Section

Display slide T-3.10-26

- *The first step is to highlight or circle the key words or skills listed in the job announcement (s) you brought in as part of your homework assignment.*
- *Next, review the skill statements you wrote on Page 22 of the TAP Participant Manual.*
- *Select the skill statements that match the key words in the job announcement. These will be your basis for the Summary of Qualifications*
- *Researching the company or specific industry you want to work in may also help you identify additional skills to include.*

**KEY POINT:**

It is critical to select the skill statements that you wish to include by closely reading the job announcement and picking out the key words.

*Transition Statement: Now that you have selected the specific skills that you want to highlight on your resume, let's practice writing qualification statements.*

Display slide T-3.10-27

## **EXERCISE #2 – WRITE A SUMMARY OF QUALIFICATIONS**

Demonstrate How to Write Your Summary  
of Qualifications

Refer to exercise "Writing Summary of Qualifications" in the TAP Supplement on Page 21.

- Review sample qualifications statements on the exercise page.
- Read exercise hints to students that are found on the exercise form.
- Give students 10-15 minutes to write 3-4 bullet-style qualification statements. Assist any student that is having difficulty.

After all students have completed the exercise, ask for 2 or 3 volunteers to read their *Summary of Qualification* statements out loud and have the class critique them in a positive way.

*Transition Statement: We are moving into the meat of the resume with this next section—experience! We will discuss how to translate military skills to civilian terminology and write some accomplishment statements.*

Display slide T-3.10-28 and refer students to Page 23 in their TAP Supplement

**d. Experience** - lists all results and/or achievements you have accomplished that relate to the position desired.

- *Not meant to be a job description*

- *Answers the employer's question - "What is this individual going to do for me?"*
- *Quantify your skills and accomplishments. Use numbers, percentages, examples, etc., to illustrate achievements.*

*Your resume must be written to support your career objective. Your biggest challenge will be to identify and highlight those skills and accomplishments you bring to the job and write them in a way that civilian employers can understand.*

- **Reference Page 22 in the TAP Participant Manual that students worked on earlier.**
- Reinforce that their career goals and the job that they are applying for will dictate the skills that they will "sell" on their resume.

**d(i). Translating Your Military Skills to Civilian Terminology**

(took out previous exercise box noted here)  
**Display Slide T-3.10-29**

*One of your biggest challenges in the resume-writing process will be translating your military experience into terms that a civilian employer can understand. Many civilian employers are not familiar with the military. They do not have a good understanding of military jobs and how these translate to civilian occupations.*

*Your goal is to present yourself in a way that federal or civilian employers can understand. Help the employer to see you in civilian terms and capture your extensive military experience in a way they can relate to. If your resume is not well-written, employers may overlook you as a potential*

*candidate no matter how well qualified you are.*

*There are many tools available to help you translate your military job titles/skills into civilian terminology. You have already completed the "Transferable Skills Inventory Worksheet" in the TAP Manual. There are also a number of websites that can help you.*

**Display slide T-3.10-30 and refer to Page 24 in the TAP Supplement**

**\*\*Note for Instructor: If you have internet access, demonstrate O\*NET.**

**-O\*NET**

**Website: <http://online.onetcenter.org>**

*The Department of Labor's O\*NET website helps you to translate your military skills by providing common language and terminology to describe your military occupational specialty.*

*To use O\*NET you will need to know your Military Occupational Specialty (MOS), Navy Rating or Air Force Military Occupation Code (MOC).*

- *Enter your MOS, MOC or Navy Rating. The system will provide a summary report of your job duties. O\*NET can also help you browse civilian occupations by occupational group, high growth industries and by education required for the job, i.e., Chemist.*

*There are a number of other websites you can use as valuable resources as well:*

**Display Slide T-3.10-31 and discuss Refer students to website listing on Page 25 in their TAP Supplement**

### ***-Army COOL and Navy COOL***

Websites:

<https://www.cool.army.mil>

<https://www.cool.navy.mil>

*These websites were developed in coordination with the Departments of Defense and Labor. They catalog and define comprehensive information on occupational credentials correlating with military ratings, jobs, and occupations.*

- *Go to the COOL website*
- *Click on the tab to “Search for Credentials”*
- *Enter either your specialty Code or search by your military job title, and a screen will appear with civilian equivalent jobs, common associated certifications, etc.*
- *Then, by clicking on the civilian equivalent job titles, you will be redirected to Department of Labor’s Occupational Outlook Handbook, which lists the nature of the work, job outlook, earnings, related occupations, and more*

### ***-Verification of Military Education and Training (VMET)***

Website: <http://www.dmdc.osd.mil/vmet>

### ***-America's CareerInfoNet***

Website: [www.acinet.org/moc](http://www.acinet.org/moc)

*This is a military to civilian occupational translator that provides a wide range of information such as occupational outlook by state, wage information and other job-specific resources.*

**-Jobsaurus, The Jobs Thesaurus**

Website: [www.taonline.com/jobsaurus](http://www.taonline.com/jobsaurus)

Type in a job title and this site will provide you with a resume objective and industry-standard terms to help you describe a job(s) you have held.

**-Military.com Translate Your Skills**

Website:

[www.military.com](http://www.military.com)>Careers>Skills

Translator.

This site provides very basic information on the civilian job that relates to your military specialty.

**-Mil-Skills Translator**

Website: [www.taonline.com/mosdot](http://www.taonline.com/mosdot)

Enter your MOS, MOC or Navy Rating and this site will provide you with a very brief description of your job in civilian terms.

*Transition Statement: So let's see how this really works.*

*In the military, you have been known as an Infantryman, Sergeant, Chief, Airman or Corporal. Your job and title, in part, help define who you are now.*

*Your resume must be written to support your career objective. Rather than focusing your resume on your military job title and work history, you want to highlight the relevant skills, accomplishments and qualifications you've acquired in the military that best support the position you are seeking and in a way that civilian employers can understand.*

**Display Slide T-3.10-32**

*For example, in the military you were a Platoon Leader, Leading Petty Officer, Section Leader, etc. In the civilian community, this may translate to the skills of a "Front Line Supervisor" such as:*

- *Supervised and evaluated up to 75 employees*
- *Conducted high quality training for groups of to 25*
- *Improved staff productivity and efficiency by 30%*
- *Coordinated, planned and executed logistical support for team with outstanding results*
- *Enforced 100% of company policies and procedures*
- *Submitted comprehensive and timely reports to supervisor*
- *Worked under pressure, multi-tasked, and met tight deadlines*

*Now we have successfully transitioned the skills of a Platoon Leader to those of a well-qualified front-line supervisor. These are skills that the civilian employment community will understand and relate to.*

**KEY POINT:**

*Use military skills translators to help translate your military job into civilian terminology. Highlight skills and accomplishments—not your military job—on your resume.*

**d(ii). Writing Accomplishment Statements**

Display slide T.3.10-33 and refer students to Page 27 in their TAP Supplement.

- *Accomplishment statements allow employers to visualize your contribution to their organization. They answer the employer question: "What can you do for me?"*
- *A well-formulated accomplishment statement has two parts:*
  - *Value-added results that came as a result of your work*
  - *Action you took to achieve those results*

*When writing your accomplishment statements, you should focus on your major skill areas and achievements such as :*

- *developing and implementing new programs*
- *achievements that resulted in cost savings*
- *improvements in productivity and efficiency*
- *enhancing team performance*
- *technology improvements and upgrades, etc.*

*Don't just tell about your responsibilities but also how you accomplished them and what the results were.*

**KEY POINT:**

Accomplishment statements show how you will contribute to a future employer. By writing an accomplishment statement to include the value added and how you achieved those results, you will present yourself as an individual who can make a contribution to an employer.

*Transition Statement: Now that you understand why accomplishment statements are important, let's take a look at how to write an effective statement.*

## **How to Write Accomplishment Statements**

Display slide T-3.10-34

- *Use the Transferable Skills Inventory (Page 18-21 in the TAP Manual)*
- *Select the skills appropriate to the job you want*
- *Make sure your resume includes examples of how you did the skills and the results.*

Display slide T-3.10-35 and refer students to Pages 27-28 in their TAP Supplement.

- *Start with an action verb*
- *Do not use "Responsible for"*
- *Use civilian, not military, terms when writing statements*
- *Write in past tense for previous jobs, Present tense for current job*
- *Quantify Results – Always use dollar signs, figures, percents, and numbers to show the complete scope of your accomplishments*
- *Avoid Wordiness – Use only the words that succinctly describe what you did, how you did it, and the results*

Display slide T-3.10-36

Example Accomplishment Statements:

Display slide T-3.10-37

*Look at the examples on the "Good, Better, Best Slide." You can see a big difference between the accomplishments in the "Better" and "Best" examples as opposed to the "Good" example. The difference is in the quantifiable statements and the scope!*

More Examples:

Display slide T-3.10-38

*Remember, state the benefit first, then what you did to accomplish that result.  
Examples*

*-Inventory Control: "Managed company's 500 item, \$10M stock inventory warehouse with 100% accountability."*

*-Logistics: "Processed over 700 annual shipments of personal property and household goods, valued in excess of \$30M."*

#### **KEY POINT**

When writing accomplishment statements, start with an action verb and quantify your accomplishments by using numbers, percentages and examples whenever possible. Sell your accomplishment with as few words as possible.

Display slide T-3.10-39

### EXERCISE #3 – WRITE SOME ACCOMPLISHMENT STATEMENTS

*Transition Statement: Let's do another exercise to get some additional practice on writing your accomplishment statements.*

#### Demonstrate How to Write Accomplishment Statements

Refer to exercise "Writing Accomplishment Statements" in the TAP Supplement on Page 29.

- Review sample accomplishment statements at the top of the exercise page.
- Read exercise steps to students that are found on the exercise form.
- Give students 15-20 minutes to write 3 bullet-style accomplishment statements. Assist any student who is having difficulty.
- After all students have completed the exercise, ask for 2 or 3 volunteers to read aloud their accomplishment statements and critique.

Display slide T-3.10-40 and refer students to Page 31 in their TAP Supplement.

**e. Employment History** - How you write this depends on the type of resume that you use. We will discuss these types in more detail in the next section.

- **Chronological Resume** - contains dates, position, location and experience.
- **Functional Resume**: Does not include an employment history.

- **Combination Resume** - will contain only dates, position and location.

Display slide T-3.10-41

**f. Education/Training** - Include all degrees, certifications, licenses and any additional education that is relevant to the job for which you are applying.

- List all degrees completed and your most relevant education and training that supports your job goal.
- Include honors such as graduated Cum Laude, with Honors, etc.
- Do not list all of your military training. Include only that which is pertinent to your career objective.

**KEY POINT:**

*The resume contains six sections which are used to highlight your skills and accomplishments.*

Display slide T-3.10-42

**EXERCISE #4 – DOCUMENTING EDUCATION AND TRAINING**

*Transition Statement: Let's do an exercise on documenting your education and training.*

Documenting Education and Training

Refer to exercise "Documenting Education and Training" in the TAP Supplement on Page 33.

- Review hints on the exercise page
- Read exercise steps to students that are found on the exercise form.
- Give students 10 minutes to document their education and training as it relates to the job they're looking at. Assist any student who is having difficulty.
- After all students have completed, ask for 2 or 3 volunteers to read aloud their education and training bullets.

*Transition Statement: Now that we've looked at what sections should be included on your resume, let's take a look at what items should not be included on your resume.*

## **5. Items NOT To Include In Your Resume**

Display Slide T-3.10-43

Everything listed on your resume should be considered as a potential "screener" by employers. Only include information on your resume that is important and relevant to obtaining a job. Items that could possibly screen you out include:

- Marital status
- Names, ages and number of children
- Age
- Race
- Photograph of yourself
- Religious and political affiliations
- Hobbies
- Height and Weight
- Salary for previous jobs (unless specifically asked for)
- References

## KEY POINT

*Personal information, such as marital status and age are not appropriate for a resume. This type of information can be used to screen you out of a job.*

## 6. Drafting Your Resume

Display slide T-3.10-44

*Transition: Now that we have practiced how to write the major elements of your resume, let's tie them all together and start drafting your resume.*

### EXERCISE #5 – DRAFT YOUR RESUME!

#### Constructing Draft Resume

Refer to "Draft Resume" exercise in the TAP Supplement on Page 35.

- Review directions with students.
- Read exercise steps to students that are found on the exercise form.
- Give students sufficient time to complete exercise. Assist any student who is having difficulty.

*Transition Statement: Congratulations, you are now well on your way to completing your resume!*

## 7. Resume Review and Quality Assurance

Display slide T-3.10-45 and refer students to Page 40 in their TAP Supplement.

- *After you have written your resume, it's important to carefully review the resume using the checklist provided. Poorly written resumes and typographical errors will result in candidates being "screened out" of the interview process.*
- *Ask someone else to review your resume before sending it out such as:*
  - Transition Office/ACAP Staff*
  - Veteran's Representative at your local One-Stop Career Center*
  - HR Professional*
  - Someone in the job or industry you are interested in*
- *Edit the resume for style, formatting, spelling, grammar and, most importantly, military language and acronyms.*
- *Make sure your resume is*  
***"Civilianized!"***

**KEY POINT:**

A well-written, properly formatted employer-ready resume will present you in a professional manner to a potential employer. Ensure that your resume is closely reviewed by you and others.

*Transition Statement: Now that we have reviewed the four resume formats, presentation tips, and guidelines, let's look at how resumes are submitted. This will determine the resume type you use.*

## 8. How Resumes are Submitted

Display slide T-3.10-46

*How you submit your resume will determine the resume type you use. In today's job search market, you may need different types of resumes depending on the employer's needs and how they want you to submit your resume. These include:*

- *Printed Resume*
- *Scannable Resume*
- *Electronic Resume*

*Transition Statement: Once you complete your resume, you can start sending out your marketing document. There are many ways to look for jobs and market yourself. Use AS MANY as are appropriate for you.*

## 9. Ways to Market Your Resume

Display slide T-3.10-47

*Remember you have a product to sell - yourself! The best way to do that is to use every available method that is right for you to distribute your resume.*

*What methods will be best for you will be based on your career objectives, the position you want, the industry you're targeting, the geographic location and your salary requirements.*

- **Networking:** *Networking is the key to a successful job search and the number one method that people get jobs. Talk with anyone who may know of an opportunity that would be right for you: friends, colleagues, neighbors, relatives, etc. You may also want to join a professional association that is related to the career field you wish to work in.*

Many times these associations have regional meetings specifically for networking.

- **Personal Referrals:** Personal referrals are another great marketing strategy. Personal referrals open doors that may not be accessible to everyone. So, if you know an individual who is employed in a company that you wish to work for, ask them to talk to the appropriate hiring manager and submit your resume.
- **Job Fairs:** Job Fairs are a great way to meet potential employers. Instead of cold calling or surfing the Internet, job fairs offer the chance to chat with hiring managers in person and pass around your resume.
- **Professional Associations:** There are hundreds of professional associations for a variety of industries and career specialties. Do your research and find out the professional associations in your field. Many have websites and publications that post available jobs. Many associations also hold national conferences and local “chapter” meetings which are great networking venues.
- **Targeted job search campaigns:** This is where you send your resume directly to recruiters or hiring managers working in the industry or company you want to work for. You must be careful to select the right recruiters, which can be done through networking or research online.

- **Newspaper Ads:** Responding to job ads in print advertisements is another method. If you see a job ad in a newspaper, professional association journal or other job announcement publications that you are qualified for, send them your resume. These ads are usually time sensitive so don't wait.
- **Posting your Resume Online:** Many sites such as *monster.com* and *careerbuilder.com* (there are a multitude) allow you to post your resume on their sites for free. Employers then search for suitable candidates who meet their job qualifications. Many jobs sites give you several options how to post your resume. You will either be able to develop an online resume using their system, upload it in a Word Document or cut and paste it into the website.
- **Responding to Online Job Postings:** Responding to online job postings is another option, especially with the explosion of online job posting sites such as *monster.com* and *careerbuilder.com*. Remember that networking and personal referrals are the number one way that most people find jobs, so only use this as one of your job search methods.
- **Corporate Web Sites:** Employers are using the internet more than ever to direct applicant flow. Many companies accept resumes and/or have resume builders directly on their own employment sites.

- ***In person cold calls:*** *This is where you go door to door to companies to look for work. This method depends mainly on luck and being in the right place at the right time. Very time consuming, it is not considered a very effective or productive method, but it does work from time to time.*

**KEY POINT:**

There are many different ways to market your resume, and you should use multiple methods to enhance success. Keep all of your options open and try a variety of avenues for maximum exposure.

**Conclusion**

Display slide T-3.10-48

*Resumes have a very important purpose in the job search.*

*They:*

- *Speak for you when you're not there*
- *Serve as a marketing tool*
- *Must highlight your ability to do the job*
- *Should result in you getting an interview*

Display slide T-3.10-49

**FINAL POINTS:**

- *This entire lesson was designed to ensure that you have the knowledge to write a resume that highlights your skills and accomplishments in a way that a civilian employer will understand. Writing your resume takes work - hard work. But, if you*

*are committed and focused you will achieve success and find a job in the career field of your choice.*

- *Remember to use the expertise of the TAP/ACAP Centers and staff. They are here to help and support you and have outstanding resources.*
- ***Make an appointment today!***

*Good Luck!*