

Resumes



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The Career Development Process



Overview

- ▶ History & Purpose

- ▶ Leonardo Da Vinci

- ▶ 1930's - Today

- ▶ Misconceptions

- ▶ It's the first impression

- ▶ Every job should be listed

- ▶ 1 page for every 10 years of experience

- ▶ It's the most important piece of your job search



Resume Pointers

- ▶ Present a clear theme
- ▶ Full pages versus old industry rule
- ▶ Font size
- ▶ Easy to scan
- ▶ Verb tense consistency
- ▶ Dates and locations
- ▶ Lead-in
- ▶ Resume header
- ▶ PDF
- ▶ Who should review your resume?



Developing Resume Content

- ▶ The Resume Coloring Book
 - ▶ ascc.wsu.edu/career-services/resumes-and-cover-letters/
- ▶ WSU Resume Packet
 - ▶ s3.wp.wsu.edu/uploads/sites/167/2016/02/ASCC-Resume-Packet-REVISION-2015.pdf
- ▶ The Occupational Outlook Handbook
 - ▶ bls.gov/ooh/
- ▶ Informational Interviews
- ▶ Wordle.net



Common Mistakes

- ▶ LinkedIn
- ▶ Lead-in
- ▶ Professional Summary
- ▶ Objective
- ▶ Too long / short
- ▶ Lacks an appropriate format
- ▶ Full sentences
- ▶ Typos
- ▶ Only listing duties
- ▶ References



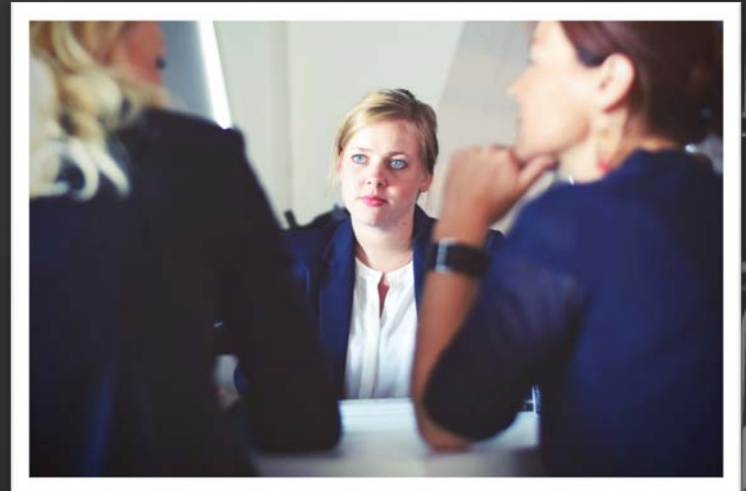
Cover Letters

- ▶ Contact information (letter format)
- ▶ Address a specific person at the company (not to whom it may concern)
- ▶ Introduce yourself
- ▶ Reference the position and source
- ▶ Elaborate on your qualifications by specifically addressing things from the open listing
 - ▶ No listing: Info from the website / OOH
- ▶ Request a meeting
- ▶ Thank them for their time / consideration



Resume Activity

- ▶ Review the job posting
- ▶ Review the applicants
- ▶ Which one do you feel is the best fit?
- ▶ Why do you feel some resumes are more effective than others?
- ▶ Any red flags?
- ▶ Who would you interview?



Questions? Thank you!

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