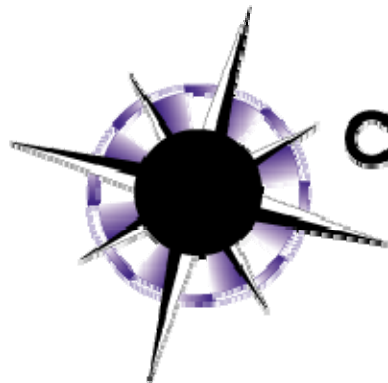


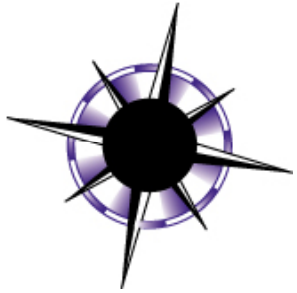
Resume Building

Career and Employment Services
Kansas State University
100 Holtz Hall
Manhattan, KS 66506

www.k-state.edu/ces ces@k-state.edu (785) 532-6506



Career and Employment Services
Guiding You from College to Career
Kansas State University



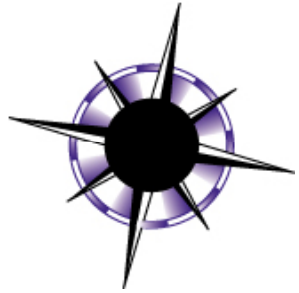
Resume Building

Outline

- **Identify** your skills
- **Think & Link**
- **Organize** your resume
- **Describe** your experience
- **Create** a final draft
- **Prepare** a cover letter



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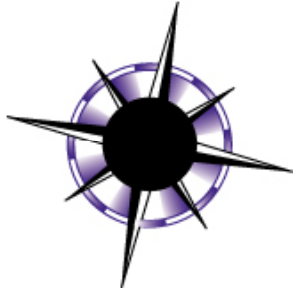
Identify Your Skills

**Create an
inventory of your
experience**

Locate your experience

- Education
- Jobs – paid and unpaid
- Internships
- Volunteer Work
- Research / Class Projects
- School Activities

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Identify Your Skills

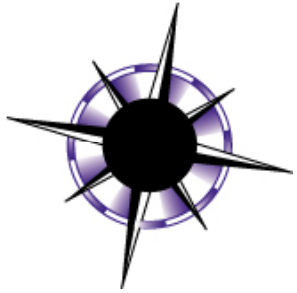
Ask Yourself:

What special skills or knowledge do I need to be successful?

Types of Skills

- **Technical Professional:** skills related to a specific job task, acquired by reading, training or education
- **Functional:** skills related to people, information or things that are transferable from one field to another
- **Personal/Adaptive:** skills that represent your style of working – often called personal traits or self-management skills

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Think & Link

Think

about the employer's needs

&

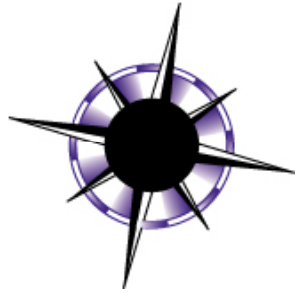
Link

your skills to those needs

Research the employer

- Job description
- Informational interview
- Company website
- Employer's mission statement
- Company literature and press releases

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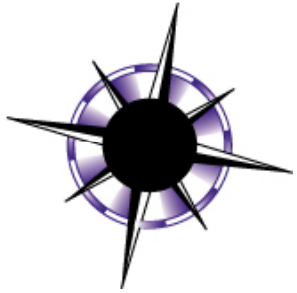


Organize Your Resume

**Organize your
resume so that
the employer can
take a 30 second
look and know
YOU**

- **Personal Information:** Name, addresses, phone numbers, email address, fax numbers, website
- **Objective:** Tell the employer the type of job you want so they can evaluate your resume
- **Education:** Usually comes first for student resumes as it is your strongest asset. After your first job, it will follow experience
- **Experience:** Describe your skills and abilities

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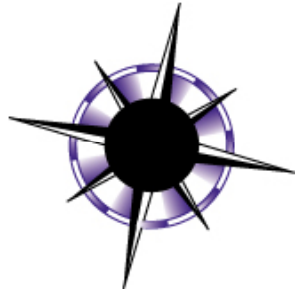


Organize Your Resume

**Other categories
you might want
to include**

- Honors/Awards
- Leadership
- Computer Skills
- Internships
- Volunteer Work
- Research
- Language Proficiencies
- Professional Associations
- Publications
- Military Experience

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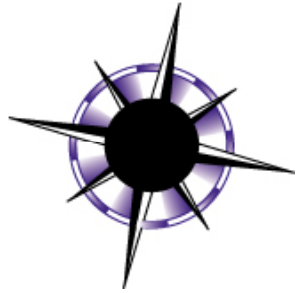
Organize Your Resume

**A good choice for
people with work
experience
relevant to their
career goal**

Chronological

- **Format:** Describe your skills by listing your most recent experience under each heading
- **Advantages:** Emphasizes advancement/growth, easy to write and read, traditional
- **Disadvantages:** Dramatizes short term employment, shows gaps in employment, might be repetitious

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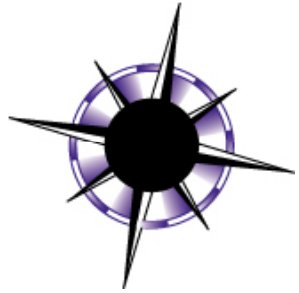
Organize Your Resume

**A good choice
for people whose
employment is
not related to
their career
interests**

Functional

- **Format:** Skills are organized into categories that tell employers what you can do for them
- **Advantages:** Maximizes skills without being tied to “paid work,” eliminates repetition, de-emphasizes employment gaps
- **Disadvantages:** Plays down direct experience, challenging to write, non-traditional

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Describe Your Experience

Use

P.A.R.

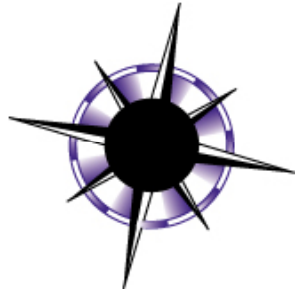
(Problem. Actions. Result.)

Statements

Helpful Descriptions

- **Style:** use action verbs and omit personal pronouns
- **Be specific:** describe equipment used, duties, languages, and purposes of actions
- **Quantify:** identify the number of people, products, and profits involved

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The Final Draft

**Remember your
resume should**

Be eye appealing

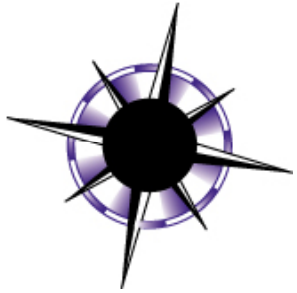
Highlight STRENGTHS

Minimize weaknesses

Creating Your Draft

- **Style:** Be concise, use phrases vs. sentences
- **Format:** Control the reader's eye, leave white space, important information should **JUMP OUT** at the reader
- **Production:** Length should correspond with experience, use color if appropriate, make resume technology friendly

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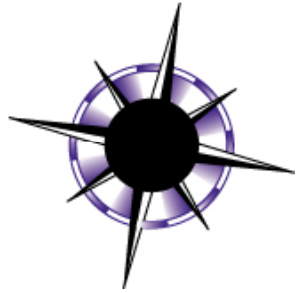
The Final Draft

**Your resume has
one purpose...to
get you a job
interview**

Things not to include

- Age, race, religion, gender, national origin, martial status
- Resume as the title
- Availability dates
- Names of references
- Salary history
- Jargon (slang)
- Photographs
- Physical description
- Exaggerations

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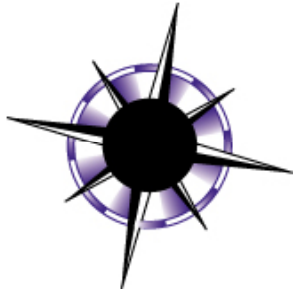
Cover Letter

A good cover letter allows you to tailor your application to each position

Checklist

- No spelling or typographical errors
- Write to the appropriate person
- Demonstrate enthusiasm
- Show knowledge of the employer
- Sign with black or blue pen
- Envelope and stamp selection
- Follow-up with the employer

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Resume Building

*PLEASE CONTACT K-STATE
CAREER AND
EMPLOYMENT SERVICES
FOR PERMISSION TO
REPRINT INFORMATION
FROM THIS
PRESENTATION*

*100 HOLTZ HALL;
MANHATTAN, KS 66506*

(785) 532-6506

THANK YOU!



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