



# Resume Workshop:

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# Government Applications

- Where does the resume fit in?
  - You may need to take an exam first before you can even apply
  - Resumes for Federal Applications are unique. See <http://makingthedifference.org/federaljobs/usajobsresume.shtml> for tips
- ALWAYS send a resume!



# Purpose of Writing a Resume

- Your chance to fill in the gaps
- A marketing tool to present skills and accomplishments **academically and professionally**- not a summary of previous job descriptions
- Gets the reader's attention, generates interest, helps them take a second look
- Highlights your strengths in specific areas, and also shows you are a well-rounded individual



# Guidelines

- Be brief (*1 page*)
- Be specific (*Action Statements*)
- Be active (*Use verbs!*)
- Be selective (*what is relevant?*)
- Be honest !! (*Consistency*)



# Ten Most Common Resume Mistakes

- Too long!
- Typographical, grammatical or spelling errors
- Hard to read
- Too verbose
- Too sparse
- Irrelevant information
- Obviously generic
- Too snazzy
- Too modest



## Some “Don’ts”

- Begin phrases with “I”
- Use first person anywhere
- Write every job duty performed
- Include personal information
- Use colored paper
- Mention controversial activities
- Use abbreviations, except for state



# Presentation of Resume

- Resume paper, white or off-white
- Laser print preferred, 10-12 point font
- Black ink
- One page maximum with plenty of white space
- Use correct grammar, spelling, don't rely on spell-check. Have someone else proofread!
- Choose a Format
  - Chronological vs. Combination
  - Sections to include



# Format: Chronological

## Advantages

- Reviewer can see the job duties of each position
- Shows progression of increasingly responsible positions
- Traditional format
- Helpful when skills and experience are related to the job
- Easy to write

## Disadvantages

- May not highlight most applicable skills and knowledge from school and volunteer work
- Gaps can be glaring
- Emphasis in on job titles



# Format: Combination

## Advantages

- Includes skills acquired from school or other experiences
- Emphasizes skills most relevant
- Underplays chronology, limited experience, “job hopping”
- Helpful for those who have special experience, or transitioning from the military

## Disadvantages

- Reviewer may be unfamiliar with style or wary that you are trying to “fix” something
- Reviewer cannot see job duties from each position
- More difficult to write



# Format: Sections

- Heading
- Objective
- Summary of Skills & Qualifications (optional)
- Education
- Work Experience (this includes internships!)
- Affiliations (optional)
- Community Involvement (optional)
- Hobbies/Interests (optional)
- Certifications/licensures



# Heading

- Name
- Street address
- City, state, zip
- Email address
- Telephone number with area code
- Centered or right justified
- Optional
  - Message/cell phone
  - Current address and mailing address
  - Simple graphics



# Summary of Skills & Qualifications

- “Qualifications Summary”, “Accomplishments”, “Professional Profile”, “Summary of Qualifications”, or “Highlights”
- Objective statements that relate to the qualifications of the position:
  - Functional specialty or title
  - Number of years of experience
  - Expertise, strengths, or specialization
  - Certifications, degrees, or licensure
- Usually used by individuals with at least 3-5 years of experience, but may be used to highlight pertinent skills/qualifications for new grads



# Education

- Degree(s)
- Major(s)
- Concentration(s); Minor(s)
- School(s) where you received a degree
- Graduation date
- GPA





# Education Sample

## **EDUCATION**

Bachelor of Science in Government Government-Journalism Concentration Environmental Studies Minor California State University, Sacramento	GPA: 3.6   May 2008
Associate of Arts in Early Childhood Education Urban City College, New York	GPA: 3.2 May 2003



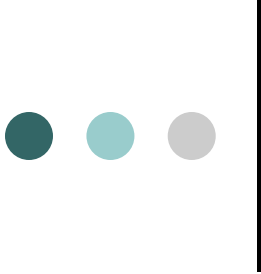
# Sub-categories within Education

- These provide an excellent way to highlight information related to your school accomplishments
- The information should relate to the requirements of the position in priority order
- Distinguish sub categories by font type or tabs



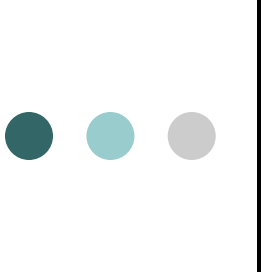
# Samples of Sub-categories within Education

- Achievements:
- Credential(s):
- Language Skills:
- Honors:
- Awards:
- Related Coursework:
- Class Projects:
- Computer Skills:
- Certification:
- Licensure:
- Scholarships:



# Samples of Sub-categories within Education

- Achievements: *financed 90% of education*
- Credential(s): *Pupil Personnel Services credential, May 2009*
- Language Skills: *speak and write Spanish fluently*
- Honors: *Dean's List at Sacramento State, Fall 06 -07*
- Awards: *Outstanding Community Service Award, New York City Chamber of Commerce, 2003*
- Related Coursework: *Environmental Ethics, Environmental Politics and Policy*
- Class Projects: *Group survey and analysis of local non-profit legal services*
- Computer Skills: *Microsoft Word, Dreamweaver*
- Certification: *Early Childhood Education*
- Licensure: *CPR, Expires July 2009*
- Scholarships: *Jaime Beighey Outstanding Athlete Scholarship, awarded June 2006*



# Sample of Sub-categories within Education

## EDUCATION

Bachelor of Science in Government, Government-Journalism Concentration  
Environmental Studies Minor

California State University, Sacramento (GPA: 3.6) May 2008

- Achievements: Financed 90% of college education
- Honors: Deans List Fall 06- 07
- Relevant Coursework: Environmental Ethics  
Environmental Politics and Policy
- Projects: Survey and Analysis of Regional Non-profit Legal Services

Associate of Arts in Early Childhood Education

Urban City College, New York (GPA: 3.2) May 2003

- Outstanding Community Service Award  
New York City Chamber of Commerce January 2003



# Work Experience in a Chronological Resume

- Called “Professional Experience”, “Additional Work Experience”, “Related Work Experience” or “Contributing Experience”
  - Job title
  - Company/Organization
  - Department/Division
  - City, State
  - Dates of Employment
  - Action-verb sentences in priority order and written to reflect skills/knowledge relating to the job
  - In reverse chronological order by date



# Sample of Work Experience in a Chronological Resume

## **PROFESSIONAL EXPERIENCE**

### **Research Intern**

January 2007 – December 2007

Sacramento State University, Center for California Studies

- Conducted analysis of voting activity in Yolo County from 2000 - 2005
- Collaborated with Yolo County agencies promoting voter rights to compile information on local resources
- Presented findings to state government representatives and university faculty and staff

### **Victims Witness Assistant**

Sept 2006 - Present

District Attorney's Office

- Provided immediate services to victims at multiple crime scenes
- Conducted detailed and accurate victim testimony reports and maintained confidential files
- Provided resources and referral to victims at crime scene and through victim hotline



# Work Experience in a Combination Resume

- This section can be called “Relevant Skills and Knowledge”, “Professional Skills and Knowledge”, “Professional Experience”
- Skill categories in priority order and related to the job and/or purpose of the resume
- Action-verb sentences in priority order and written to reflect the qualifications and requirements of the job
- Work History section
  - Job title
  - Company/Organization name (the department may be included if pertinent)
  - City, State
  - Dates of Employment



# Developing Content for a Resume: Where to Start

- Focus on Them

- Analyze the job description
- Analyze the company

- Focus on You

- Create a list of accomplishments and experiences (Academic & Experiential)
- Analyze accomplishments and experiences for relevant skill areas

- Write descriptive phrases



# Action-verb Statements

- Describe skills, knowledge and/or accomplishments that relate to the position, industry, department, or company
- Begin with past-tense action verbs
- Are they quantifiable, if possible
- Show results, when appropriate
- Try not to go over two lines for each statement
- Place them in priority order in relation to the skill set required for the position
- Do not use “extraneous” words



# Action-verb Statement Example

- Met production schedules.
- Utilized purchasing modules to meet production schedules.
- Utilized Data III/System 38 Purchasing and MRP modules to meet production schedules.
- Utilized Data III/System 38 Purchasing and MRP modules to meet production schedules for a \$29M company.



# Action-verb Statement Example

- Wrote articles.
- Wrote and edited articles.
- Wrote and edited an article, MTBE Impact On Suisun Slough.
- Wrote and edited an article, MTBE Impact On Suisun Slough, for the Audubon Society
- Wrote and edited an article, MTBE Impact On Suisun Slough, for the Audubon Society, with a circulation of 50,000.



# Where to Go for More Help

- Career Center Walk-in Counselors
  - Review Resumes/Personal Statements
  - Lassen Hall 2000
  - 916.278.6231
- Optimal Resume!
- Ashley Lewis
  - 916.278.5089 or [alewis@csus.edu](mailto:alewis@csus.edu)