



Please check in to
receive presentation
materials.

Resume Workshop

Information Session



Pre-Professional
Advising Office
UNIVERSITY OF GEORGIA



UNIVERSITY OF
GEORGIA
Career Center

Workshop Goal

- Create a resume for introducing your goals and skills while building your professional school credentials:
 - Shadowing
 - Employment
 - Volunteering
 - Adaptable for application



Workshop Agenda

- Information Session (tonight)
 - Content
 - Design tips
 - Writing tips
 - Templates, samples
 - Composing Effective Bullets
 - Practice & Feedback
 - Application Resume
- Career Center Review (next week)
 - Polish your resume with Career Center counselors



What is a Resume?

- Tailored document highlighting your education, experience, and skills
- Strategic summary of qualifications
- Useful for:
 - Job
 - Professional shadowing
 - Internship
 - Scholarship
 - Application



Parts of a Resume

[VIDEO: What to include on a Resume](#)

Objective Statement

Education

Experience

Leadership

Service

Shadowing

Internships

On-Campus Involvement

Community Involvement

Research

Certifications

Honors/Awards



Organizing Your Resume

- Use headings and bullet points
 - Easier to quickly review
- List experiences and education in reverse chronological order
 - Most recent first, then next most recent, and so on



Keep your resume used for jobs and other experiences to one page!

Designing Your Resume

[VIDEO: Tips on Resume Design](#)

- Use a simple font
 - 11-12 point for most text
 - 12-14 point for most headings
 - Avoid all caps outside headings
- Do not mix more than two fonts
 - Use bold, underline, and italics to distinguish
- Be consistent in formatting
- Maintain white space
- Apply color sparingly

10 best fonts for your resume.



1.

CALIBRI

Date released: 2005 | Category: Sans-serif | Classification: Humanist

2.

TIMES NEW ROMAN

Date released: 1931 | Category: Serif Typeface | Classification: Transitional

3.

ARIAL

Date released: 1982 | Category: Sans-serif | Classification: Neo-grotesque

4.

VERDANA

Date released: 1996 | Category: Sans-serif | Classification: Modern Humanist

5.

CAMBRIA

Date released: 2004 | Category: Serif | Classification: Open Type Math

6.

GARAMOND

Date released: 1510 | Category: Serif | Classification: Old-style

7.

BOOK ANTIQUA

Date released: 1948 | Category: Serif | Classification: Old-style

8.

TREBUCHET MS

Date released: 1996 | Category: Sans-serif | Classification: Humanist

9.

ARIAL NARROW

Date released: 1982 | Category: Sans-serif | Classification: Neo-grotesque

10.

DIDOT

Date released: 1818 | Category: Serif | Classification: Modern

Tailor Your Resume

- Read the job description and note the important points
- Find matches with those points and your skills and experience
- Arrange resume to highlight matches
 - For example, create a section at the top for “Optometric Experience”
- Re-write bullets of less relevant experiences to match job points

Once Sharon gets some shadowing experience, how can she tailor her resume to be more competitive in applying for a job in a dental office?

Sharon Shadow

myname@fauxmail.edu • 706-555-1234

OBJECTIVE

Pre-dental student completing a B.S. in Biology looking for opportunities in dental shadowing to strengthen knowledge and interest in the profession.

EDUCATION

University of Georgia Athens, GA
Bachelor of Science in Biology Expected Graduation: May 2025
Zell Miller Scholarship, UGA Dean's List

EXPERIENCE

Dining Room Attendant, UGA Food Services, Athens, GA August 2022 – Present

- Maintain a clean and safe environment for campus dining hall serving 1,000+ patrons daily.
- Provide excellent customer service by interacting with students and staff to ensure a quality dining experience.
- Completed the Student Manager Training Program within the first month of work.

Cashier, CVS Pharmacy, Covington, GA May 2021 – August 2021 (Seasonal)

- Processed financial transactions totaling \$1,000+ nightly.
- Accurately issued receipts, refunds, credits, and change due to customers.
- Compiled monthly balance sheets with total dollar amounts and number of transactions.

CAMPUS & COMMUNITY INVOLVEMENT

Dog Socialization Volunteer, Athens Clarke County Animal Services March 2022 – Present

- Visit animal adoption center twice monthly to socialize dogs and freshen kennels.

Member, UGA Pre-Dental Society, Athens, GA August 2021 – Present

- Attend monthly meetings where we experience dental school presentations, practice manual dexterity, discuss application tips, and network with other pre-dental students.

Activity Chair, ARTreach UGA January 2022 – Present

- Coordinate interactions between club members and the community to cultivate relationships between different age groups through art.

Freshman Council Member, UGA Heroes August 2021 – December 2021

- Attended weekly meetings to organize fundraising events and campaigns.
- Worked with team to raise \$5,000 at annual charity event.

HONORS AND AWARDS

Zell Miller Scholarship, Georgia Student Finance Commission August 2021 - Present
Morehead Honors College, University of Georgia August 2021 - Present
Dean's List, University of Georgia Each Semester Since Fall 2021

Objective Statement

- Statement of position you seek, career goals, and skills
 - Optional, especially if the resume purpose is obvious
 - Summary Statement for someone with extensive or diverse skills
- Top of resume
- One or two sentences
- Avoid “I” throughout resume

OBJECTIVE

Pre-dental student completing a B.S. in Biology looking for opportunities in dental shadowing to strengthen knowledge and interest in the profession.

Resume Template & Examples

- The Career Center has an excellent resume template and examples
 - Click [here](#) to download the .docx Basic Resume
- Click [here](#) for a first shadow experience resume example

Downloadable Resume Samples/Templates

Getting started on your resume can be a daunting task. In order to simplify the process, we've created downloadable Word or pdf samples that you can use to help with formatting. Simply choose your favorite resume template to download and make it your own. Remember that these are only samples, so be sure to replace the resume content with your information!

Basic Resume

- [Download .docx](#)
- [Download .pdf](#)

Practice

- Complete the contact information on your resume
- Compose your objective statement
 - Avoid the word “I” in your entire resume



Composing Effective Bullets – Making Good Use of Limited Space

- Start statement with action verb
 - Incomplete sentences that assume “I” at the beginning
 - Here is a list of action verbs
- Avoid building a list of tasks
 - Focus on skills you developed or results you gained

Bullet Point Formula

Task + Skill + Quantity + Result/Purpose

Task – What did you do? The role or activity you did within the experience.

Skill – What skill did you develop or utilize in completing the activity? The skill can often be the action verb at the start of the bullet.

Quantity – How many? How often? Any number you can put into your bullet is eye-catching, but also adds weight and evidence to your statement. Not applicable in all instances.

Result – What positive outcome happened because of your efforts? Adding the result is impressive, can highlight numerous unspoken skills, and confirms that your work is impactful.

Purpose – If you don't know the *actual* result of your work, instead describe the *intended* result, or purpose. What was your goal in completing this action?

Examples

Instead of...

- Answered phones and directed calls.

What about...

- Communicated with customers by answering 40+ calls a day and directing them to the appropriate resource, to increase customer satisfaction.

Examples

Instead of...

- Tutored children in math and reading after school.

What about...

- Tutored children ages 6-10 twice a week for 2 hours. Problem-solved according to their learning style, resulting in a 20% increase in math grades over a 6-month period.

Examples

Instead of...

- Cleaned instruments and exam room.

What about...

- Sterilized instruments and prepared exam rooms for staff, resulting in a 10% reduction of patient wait time.

Practice

- [Download](#) “How to Build a Bullet Point”
- Practice composing a bullet point for one of your experiences



Application Resume

- Requested by some schools
- Aids letter-writers
- Can be two pages
- Relevant experiences

US News

Indeed

BeMo

Medical
School
Resume

Resume Management Tips




- Save as a separate document each resume tailored to a different audience type, name it appropriately
 - LastName Purpose Resume
- Update your resume regularly
- Experience resumes are one page, while application resumes can be two pages
- Send your resume as a PDF so that they can be read accurately on any device and not changed arbitrarily.

UGA Career Center

RESUME

Review DAYS

Ensure your resume showcases your experience and strengths to help you stand out at upcoming UGA Career Fairs!

-  Tate Student Center Reception Hall (1st floor)
-  10 am - 3 pm - Stop by for a **10-minute** resume review!
-  Bring a printed copy of your resume or be prepared to email the file to your resume reviewer.

Sep.
21

Sep.
22

Sep.
26

Sep.
27



Please check in to
receive presentation
materials.

Resume Workshop

Information Session



Pre-Professional
Advising Office
UNIVERSITY OF GEORGIA



UNIVERSITY OF
GEORGIA
Career Center