

# 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 (this 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



# Shadowing vs Application Resume

## Shadowing Resume

- Relevant Experience
- Community Involvement
  - Volunteering, extra curricular, leadership
- Employment
- Achievements

## Application Resume

- Break into sections that reflect the activities/experience section of the application

[Professional School Applications by Track](#)

# Parts of a Resume

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

Objective/Summary 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 (typical format)
  - Most recent first, then next most recent, and so on



Keep your resume used for jobs and other experiences to no more than 2 pages!

# 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
  - If you do it once, do it every time
- 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

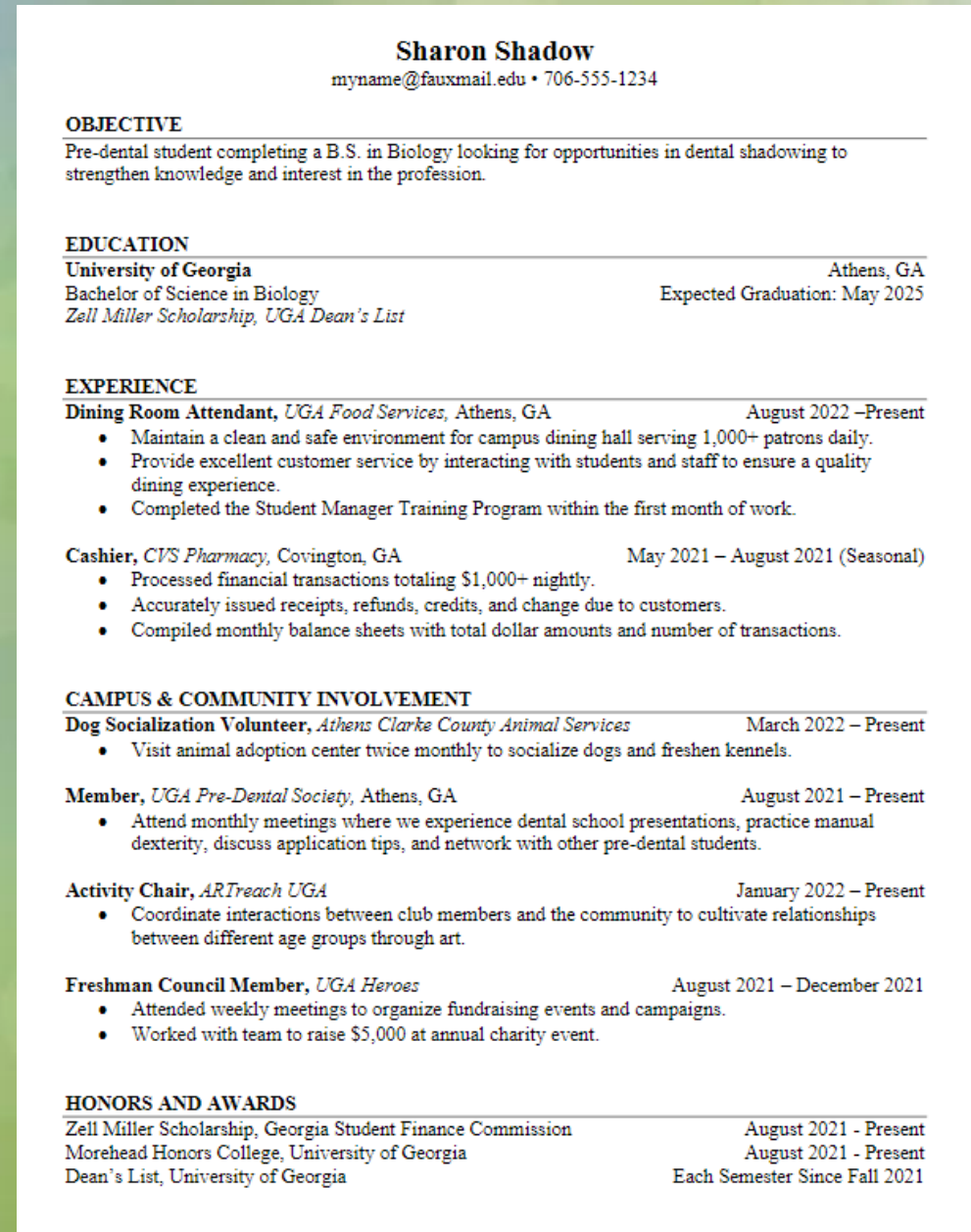
Date released: 1818 | Category: Serif | Classification: Modern



# Tailor Your Resume

- Know what they are looking for
  - Internship/Job: Read the job description and note the important points
  - Application: experience/activities, leadership, program mission
- Find matches with those points and your skills and experience
  - Use Keywords in your field and quantifying details
- Arrange resume to highlight matches
  - For example, create sections: Relevant Experience, Extracurricular, etc.
- 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?



# 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**

Second year 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 access resume examples/templates
- Health Related resume is organized for relevant field experience.
  - For application resume, list sections that match the experience/activities categories of the application
    - Match the application when discussing your potential with an admissions officer
  - For shadowing/job resumes, typical categories: relevant experience, extracurricular/community service, honors/awards
    - Combine experiences into fewer categories

# 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
- Up to three bullet points is usually sufficient

## **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?

[How to Build a Bullet Point](#)

# 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.



# 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 (Kalla Application Resume)
- Update your resume regularly
- Send your resume as a PDF so that they can be read accurately on any device and not changed arbitrarily.
- In Person Interviews/Application: Employers/interviewers prefer to have a physical copy of the resume in front of them. Because they view countless people daily, it's helpful to have a **tangible document to refer back to** throughout the interview and ask specific questions about.

# Resume Management Tips

- Q: What should I **not** include on my resume?
  - A: **Negative words** such as “unemployed,” since dates where you don’t have work experience already show you were unemployed.
  - A: **“Skills” that are expectations/behaviors**
    - “Good attitude” is not a skill. Java Script is. Being on time is not a skill, that is an expectation.
  - A: **Personal pronouns** (I, me, my, mine, us, our, we).
    - DO: incomplete sentences beginning with action verbs
  - A: **Emotion/Storytelling**
    - A resume should objectively describe factual actions and functions you performed.
  - A: **Personal information:** date of birth, single/married, kids, etc.

# Resume vs. Curriculum Vitae

While some employers use these terms interchangeably, they are in fact different.

	Resume	CV
<b>Purpose</b>	A concise summary of your professional experience, skills, and qualifications	An in-depth history of your professional and academic credentials, usually curated when applying for research or teaching positions
<b>Length</b>	1-2 pages	No length restrictions, typically 3-10 pages
<b>Example</b>	<a href="#">Resume</a>	<a href="#">CV</a>
<b>Degree</b>	Bachelors	Masters, PhD

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