



Resume Workshop

JET Alumni Association of New York

Presenter: Louisa Tatum

成功

“DECIDE WHAT’S NEXT IN YOUR LIFE
AND STRATEGIZE HOW TO GET IT.”

~ Kobi Yamada

Where will you be five years from now?

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Topics

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- ▶ **Resume Review**
- ▶ **Cover Letter Review**
- ▶ **Career Advice**
- ▶ **Job Search**

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RESUME DRAFT

- ▶ **Name**
- ▶ **Contact Information**
- ▶ **Summary of Qualifications/Accomplishments**

Buzz words Ex. Educator, Translator, Communication, Goal Oriented, Team Player, Analytical, Collaborative etc.

- ▶ **Education, International Education Programs, and Certifications**

Name of Univ./Colleges , Major, GPA, Year of Graduation & Honors/Awards

- ▶ **Work Experience**
- ▶ **Technical Skills**
- ▶ **Leadership, Hobbies, Interests & Organizations (Optional)**

RESUME: REQUIREMENTS & QUALIFICATIONS

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	Job Qualification/Description	Your Experiences /Accomplishments per Resume
Education	Communications	I graduated from GW with a B.A. in Communications and Art History with a 3.9 GPA
Interest	Democracy and Human Rights	I wrote a 15-page research paper about human trafficking for an Human Rights course which won the GW Undergraduate Research Writing Award
Experience	Social Media	Strategically utilize and manage Twitter, Facebook, and blogs as outreach coordinator for student organization
Experience	Microsoft Office Suite	I am proficient in the Microsoft Suite, including Word, Excel, and PowerPoint
Experience	Collaborate with Others	Worked on a collaborative team of 5 to develop and implement communication outreach for GW students.
Experience	Meet tight deadlines	Manage multiple deadlines successfully, including full academic load, student leadership, & intramural sports.

RESUME

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- ▶ **Design Accordingly & Customized for job**
- ▶ **Summary/Highlights/Accomplishments**
 - ▶ Impactful Statement
 - ▶ Use Action Verbs
- ▶ **Length**
 - ▶ 1 page = Less than 7yrs of experience
 - ▶ 2 pages = More than 8yrs of experience
- ▶ **LinkedIn or Website/page**
 - ▶ Customize Profile/Website Name
 - ▶ Shorten web address via www.bitly.com

Kerri Edwards
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SKILLED PROFESSIONAL able to adapt and thrive in fast paced environments, and demonstrates quality service and administrative support with a commitment to outstanding Administrative and Customer Service. Ideally suitable for a role as an Administrative Assistant.

Martha Washington

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Lucinda Jones

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SUMMARY	Dynamic and engaging career coach professional with proven success with resume writing, editing and providing effective career development strategies to help clients/patrons find employment; strategic planner, presentation facilitator, able to lead highly effective teams, and drive engagement and positive organizational change.			
SKILLS	Results-Oriented Team Leadership Public Speaking Strategic Analysis	Dependable Strategist Coaching Human Resource	Personable Presenter Editing ■ Research Staff Trainer ■ Mentor Team Player	Innovative Planner Effective Communicator Relationship Management Bilingual: Spanish

FUNCTIONAL RESUME FORMAT

▶ **Purpose:** Insufficient or time laps in work history and complete career change.

▶ Use job title headers to describe work experience and transferable skills

Ex. Education Experience

Ex. Home Health Aide Experience

Ex. Security Experience

▶ **The list of your employers goes at the bottom**

Jane Escamilla
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SKILLED PROFESSIONAL with experience as a Childcare Giver, Home Health Aide and Private Housekeeper. Strong organizational and multi-tasking skills with a capacity for providing exceptional assistance to patients and children. Seeking to secure a position in an organization that challenges and opportunities for career development and at the same time serve an organization to the best of my capabilities.

BABY SITTING EXPERIENCE

- Taught and performed age-appropriate activities, such as lap play, reading, and arts and crafts to encourage intellectual development of children.
- Instructed and assisted children in the development of health and personal habits, such as eating, resting, and toilet behavior; helps prepare and serve nutritionally balanced meals and snacks for children.
- Used a variety of teaching strategies such as group work, lecture, mini-lessons, exploration, questioning, discussion, and other cooperative teaching techniques.

CAREGIVER · HOME HEALTH AIDE EXPERIENCE

- Support patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Follow assigned plan for company regulations and safety practices at all times, complying with state and organization regulations.
- Monitor patient condition by observing physical and mental condition, intake and output, and exercise; notify supervisors of any issues or concerns related to patient care.
- Assist patient by helping them care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.

NAIL TECHNICIAN EXPERIENCE

- Maintained a professional appearance and attitude; performed duties with an understanding of daily tasks.
- Advised clients with information on services and/or products to accommodate their needs.
- Consolidated financial records of cash inflow and outflow to measure profitability daily.
- Maintained a clean work environment to meet state sanitary regulations.
- Resolve complaints and addressed questions/concerns to meet customer satisfaction.
- Maintain a smooth flow of services for clients booked with multiple technicians.

EMPLOYMENT HISTORY

Gap, Preferred Home Care of N.Y.C, Bronx, NY	02/2016 – Present
New York Public Library, NY	02/2016 – 01/2018
Baby Sitter -Caregiver, Rogers Residence, New York, NY	08/2017 – 12/2017

EDUCATION & CERTIFICATION

St. Jean High School	HS Diploma
Home Health Aide	CERTIFIED
Nail Technician	CERTIFIED

SKILLS

Highly Responsible	Hard Working	Flexible · Reliable
Detail - Oriented	High Customer Service	Effective Communicator
Strong Interpersonal skills	Conflict Resolution · Organized	Follows Safety Practices
Critical Thinker · Goal Setter	Entrepreneurial Spirit	Team Player · Collaborate Work
Teaching & Childcare	Nail Technician	Home Health Aide

CHRONOLOGICAL RESUME FORMAT

- ▶ Standard Resume
- ▶ Organize work history by date – listing most recent job first – with accomplishment statements, and subsequent job next.

Ex. NYPL Feb. 2018-Present
Ex. Jewish Care, Inc. Jan. 2016 – Dec.2017
Ex. Gap, Inc. Aug. 2013- Nov. 2015

Anna Devora

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ACCOMPLISHMENTS

- ▶ Increased test scores by 15% for ICT students by improving student math skills and made learning fun.
- ▶ Consistently increase learning abilities by incorporating educational video, games, manipulative activities, chants/songs for easy memorization.
- ▶ Enhance students ability to perform learned concept independently via analysis of academic needs and tailoring assignment to individual ICT students
- ▶ Selected to represent elementary school teachers during the Former First Lady Michelle Obama's Reach Higher event.
- ▶ Designed strategies to successfully trained new teachers and tutors on how to increase learning.

EDUCATION

Hunter College
BA in Childhood Education Grades K-12, English Language Arts, and Psychology GPA: 3.4
CERTIFICATION: New York State Department of Education
HONORS: Deans List: Fall 2014, Spring 2015, Spring 2016

EXPERIENCE

- Academy South Bronx, Bronx, NY Aug 2017 – Present
2nd Grade General Education Teacher
- Develop lesson plans and instructional materials on Literacy, Writing, Math, Science, Social Studies and Phonics to foster a productive learning environment.
 - Daily grading of assignments, assessing student's reading level (running records), data analysis, managing bulletin boards, and setting up classrooms, monitoring student behavior, writing up report cards, and facilitate parent teacher conferences.
 - Implement and adapt specific learning tactics to meet the needs of different types of learners.
 - Collaborate with psychologists, school counselors, parents, and co-teacher discussing annual Individualized Education Program (IEP) or create student plans.
 - Inform and brainstorm during weekly grade level and school wide meetings to develop
- P.S./M.S. 108, M.S.83, M.S.50/P.S. 146, New York, NY Feb 2013 - Dec 2016
Student Teacher
- Foster a productive learning environment for grades 1 through 5 by differentiating lesson plans and implemented specific learning tactics to meet the needs of different types of learners.
 - Assisted classroom teachers with day-to-day functions like grading assignments, assessing student's reading level (running records), data analysis, managing bulletin boards, setting up classrooms, and monitoring student behavior.
 - Provided tutoring for all subjects during planning periods each day to increase student progress
- West Farms New York Public Library Branch, Bronx, NY March 2013-April 2013
Tutor
- Utilized the standard practice state exams for New York, to prep the students and used New York's standard workbooks by McGraw Hill for Phonics.
 - Assessed and documented progress during one-on-one sessions with students who were at risk of not passing the state exams and in doubt of promotion (Grades K through 6)
 - Implemented and ran activities for 15 students, assisting students with their homework, projects, and class work.
 - Facilitated parent's discussions regarding child's performance, progress and possible recommendations to help their child.

LEADERSHIP & ACTIVITIES:

Member, Chi Alpha Epsilon – Honors Program (2015-2017)

SKILLS:

Proficient in Microsoft Office, Smart Board Knowledge; Fluent in Japanese

CUSTOMIZE RESUME

▶ **Re-Write/Edit Resume for each job description**

- ▶ Job descriptions help you identify what needs to be highlighted on your resume.
- ▶ Match your responsibilities with the job descriptions, and include words from the job description.

▶ **Prioritize Relevant Experience**

- ▶ Organize each job, listing them from most recent information to oldest
- ▶ If needed, rearrange order with the most relevant job, description and key accomplishments as the top
- ▶ Make things stand out by using bold, italics, all caps or small caps, and underlining.

▶ **Ask for Feedback**

COVER LETTER

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Your Street Address

City, State, Zip Code

* *Line Space*

Today's Date

*

Mr./Ms. Name of Person, Title

Name of Company/Organization

Street Address of Company/Organization

City, State, Zip Code

*

Dear Mr./Ms. _____: *(last name)*

*

FIRSTPARAGRAPH/INTRODUCTION:

*

SECOND/THIRD PARAGRAPHS/BODY:

*

FINAL PARAGRAPH/CLOSING:

*

Sincerely,

2-4 lines spaces

Your Name

Customized your cover letter for each job

- ▶ Review job description.
- ▶ Include keywords throughout your cover letter that are in the job description.
- ▶ **Do Research** on the company and organization.
- ▶ **PROOFREAD** and **CHECK FOR SPELLING ERRORS.**
- ▶ **ASK FOR FEEDBACK**

KEY REMINDERS

▶ **DON'T FORGET....**

- ▶ Uses strong action verbs and power words
 - ▶ Managed, Led, Oversaw, Created, and Collaborated.... Etc.
- ▶ Check for spelling errors
- ▶ Neat, well-organized, and easy to read
- ▶ Resume Balance – not too much or too little.
- ▶ Checked for proper grammar and punctuation
- ▶ Appealing to the eye
- ▶ Make sure the resume reflects who you are as a professional
- ▶ **BE POSITIVE AND ENCOURAGE YOURSELF**

KEY RESUME TIPS

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▶ Highlight skills, achievements, and what you learned.

- i. **DO NOT** create a duty list
- ii. Discuss things that are relevant to the job.

▶ Don't undersell yourself!

- ▶ Experiences in college are important.

i.e.. part-time jobs, student organizations, leadership experience, relevant class projects, volunteer work, training courses and more!

▶ Format, Format, Format.

- i. Same font type and size, 10-12 point font size and make it easy to read.
 - ▶ Except for your name (16-18pt. font), & Margins should be between .5 in—1 in.

Career Advice

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▶ Learn From Others

- ▶ Informational Interviews

▶ Job Search & Network

- ▶ Apply for jobs within 10 days of the original post
- ▶ Use LinkedIn and Professional organizations to meet with professional working in area or at a company of interest

▶ Create new Opportunities

- ▶ Utilize your new found skills to become a tutor, freelance translator, NS tour guide (museums)
- ▶ Volunteer at community centers in a Japanese community

JOB SEARCH & NETWORKING

LinkedIn

▶ Why use LinkedIn?

- ▶ Over 300 million people use LinkedIn and more than 2 million companies representing all industries, sizes and geographies
- ▶ Network with Employees and Executives from Fortune 500 Companies are members
- ▶ Jobs & Internships Opportunities

- ▶ **Importance of Using LinkedIn:** Digital resume, Networking Opportunities, Find a job, **Learn about your industry and how to be successful** , and Market Yourself in business

DO's

- Use a recent photo and look presentable
- Keep profile simple
- Include a reference to career or school
- Include study abroad, and GPA

DON'T

- Use a party photo or unprofessional, pic with someone else in the picture or with poor lighting
- Copy and paste your full resume

RESOURCES

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- ▶ **Identifying Your Purpose:** Day of Purpose booklet <http://bit.ly/TakeActionBeOnPurpose>
- ▶ **Tailoring Your Resume to job description:** <https://zety.com/blog/tailor-your-resume>
- ▶ **Action Verbs:** <http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>
- ▶ **List of Job Descriptions:** <http://www.jobhero.com/>
- ▶ **List of Skills:** <http://examples.yourdictionary.com/examples-of-skills.html>
- ▶ **Free Resume Template:** <https://templates.office.com/en-us/Resumes-and-Cover-Letters>
- ▶ **Resume Template Examples:** <https://www.livecareer.com/resume-templates/traditional>
- ▶ **Job Search websites:**
 - www.linkedin.com
 - www.idealist.org
 - www.higheredjobs.com
 - [www.Indeed.com](http://wwwIndeed.com)

QUESTIONS & FEEDBACK

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▶ **QUESTIONS**

▶ **PRESENTATIONFEEDBACK** <http://bit.ly/NYPLCAREERSERVICESURVEY>

ありがとうございました

CONTACT VIA EMAIL:

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