

Office of Polar Careers

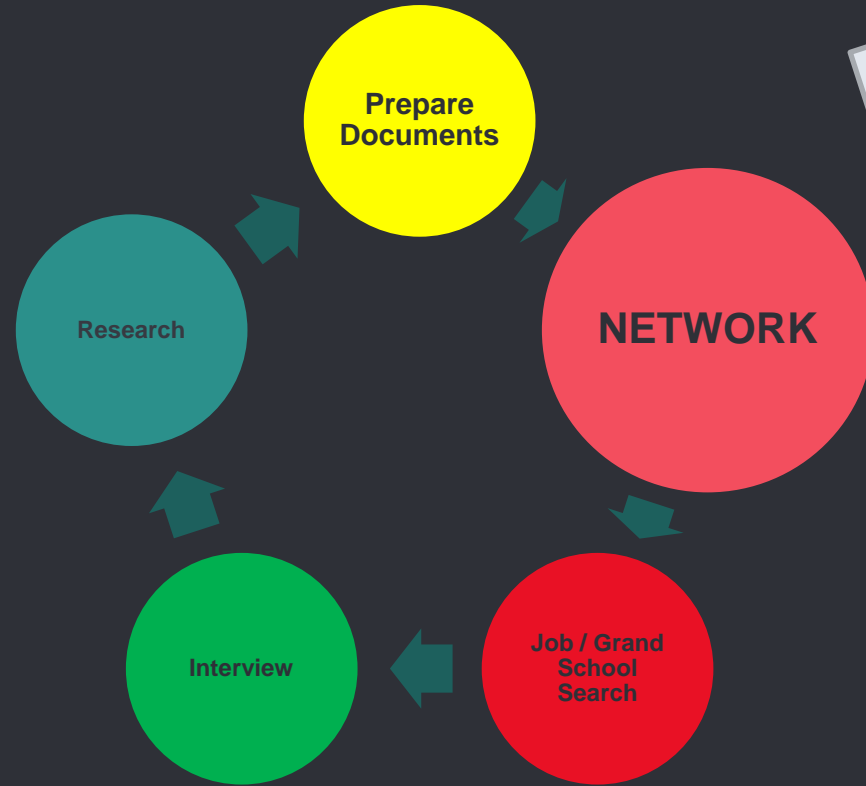
Student Success is our Business!



WRITING YOUR PROFESSIONAL RESUME

Center for Student Success | Division of Academic Affairs

The Job Search Process



- The Take-Away?
- **Networking** is the MOST IMPORTANT TASK YOU WILL UNDERTAKE
 - **Preparation** is the 2nd MOST IMPORTANT TASK



RESUMES.....

.... are like art. Their beauty is in the eye of the (human) beholder!

Resume Development

- **Contact Information**
- **Education**
- **Related Experience**
 - *And/or*
 - **Related Coursework/ Assignments**
- **Key Skills/ Competencies & EVIDENCE**
- **Coursework/Assignments**
- **Certifications/Licenses**
- **Professional Memberships/Conferences**
- **Professional Leadership**
- **Volunteer/Community Service**
- **Campus/Community Leadership and Activities**
- **Honors/Awards**
- **Other Experience**

Keywords

- New terminology introduced in class
- Learned through NETWORKING
 - Reading job descriptions (use *CareerShift.com* to find jobs in your field)
 - Google-searching “keywords [career field]”
 - LinkedIn Groups
 - Professional organizations
 - Professional meetings/presentations on- and off-campus
 - Professional journals/magazines

Why should I care about the words used in my resume?

- Because you can not always network your way to an opportunity
- Because your resume may be the first impression you make on an employer
- Application Tracking Systems (ATS) are what employers use to accept, store and review resumes quickly
- Operators input **“keywords”** to select qualified candidates
- Resumes are ranked by score
- **Only the “best” resumes get reviewed by a human**

Resume Development

- Prioritization of Information
 - Top to bottom
 - Left to right
- Use action words (verbs) w/ descriptive words/phrases
 - Start every phrase with a verb/action word
 - Search Google for “resume action words”
 - Adjectives add definition / explanation of action
- See “*Power Language to Build Your Resume*” on the Polar Careers Student Resources webpage

Additional Resume Resources

- How to Write a Resume
- Resume Format & Content
- Pharmacy P1-P2 Resume Development
- Pharmacy P3-P6 CV Development
- Documenting Pharmacy Publications on your CV
- Federal Resume Guide
- Government Resume
- Highly Stylized Resume
- Creative Writing Resume
- Resume examples by major



**Free
Resume Builder**

● Beating the ATS

- Avoid templates! - they are difficult to manipulate and include too much formatting
- Use simple formatting
- Left alignment format
- No header/footer content
- No special characters (bullets, symbols)
- ALL CAPS for section headings

● Beating the ATS Cont.

- Spell out terms and use accepted abbreviations
 - Ex., Microsoft Office User Specialist (MOUS) Certified
- Save your resume as a basic Word.doc
- Edit your resume carefully for misspelled words
- Good News! This resume can be more than a page long!
- See the “*Applicant Tracking System Resume Guide*” on the Student Resources webpage

THE BIG IDEAS —



- Resumes are not as important as Networking
- A good resume may help you be selected when applying online
- A solid resume can make a good first impression on a hiring manager

Thanks!

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