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Career Search Tools Workshop

Resume Writing & Networking Skills

Maricopa County Community College District
MCCCD



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Your Maricopa Community Colleges

MCCCD Representatives
at the
One-Stop Career Centers

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Resource Guide

- Your Link to the Community Colleges
 - We represent 10 community colleges and 2 skill centers
- Offer Workshops
 - Career Pathways
 - Career Search Tools
 - Financial Aid Information
- Assistance with resumes
- Arizona HEAT (Helping Everyone Access Training) contact <http://www.azed.gov/arizonaheat/>



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Career Search Tools

Resume Writing & Networking Skills

The Maricopa County Community College District (MCCCD) Career Search Tools Workshop is designed to provide resources to anyone who is searching for a job, re-careering, changing careers, re-entering the workforce, new to the area or frustrated with current job searching results.




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Workshop Objectives

- Tips for completing a successful resume
- Understand the types of a resume
- Understand the components of a cover letter and thank you note
- Learn about different ways to network



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Purpose of a Resume

TO GET AN INTERVIEW!!!


- Your written advertisement or infomercial
- Designed to get you in the door
- Opportunity to make a favorable first impression



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The *Don'ts* of Resume Writing




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1. Presentation

- Don't...
 - Use flecked paper or thick paper
 - Staple or paperclip
 - Use font size smaller than 11pt.
 - Use fancy fonts
 - Add gimmicks, pictures, quotes




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2. Rambling On

- Don't...
 - Tell your life story
 - Use complete sentences
 - Write in paragraph form
 - Go longer than one page




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3. Indirect

- Don't...
 - Be vague
 - Be generic
 - Use the same resume for each job you apply for
 - Tell why you left jobs
 - Be negative


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4. Weak Statements

- Don't...
 - Say "I was responsible for" over and over!
 - Discount your skills and abilities
 - Use jargon or contractions
 - Say "references available upon request" – you can provide them at the interview (if asked)


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5. Not Using Top 1/3


- Don't...
 - Put your specific skills and qualifications at the bottom of your resume
 - Employers will scan your resume in 30-60 seconds!
 - List skills and qualifications for irrelevant positions

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6. Fail to do Research

- Don't...
 - Send cold resumes or cover letters to random companies
 - Send your resume without researching who and where you are applying




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7. Age Yourself

- Don't...
 - Include birth date
 - Include High School graduation date
 - Include College graduation dates
 - Go back more than 10 years for your employment history




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8. Getting Personal

- Don't...
 - Include personal information
 - Use suggestive e-mails
 - Have the kids leave the message on your voicemail
 - Include salary history (unless specifically requested)
 - Have inappropriate ring tones or voicemails on cell phones
 - Include reason for leaving previous jobs




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9. Inconsistency


- Don't...
 - Use varying formats for dates and states
 - Use different tenses for your verbs
 - Use different fonts or bold, underline, italics throughout

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10. Failing to Proofread

- Don't...
 - Submit a resume without having at least two people look it over
 - Rely on spell check!

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The *Do's* of Resume Writing


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1. Presentation

- Do...
 - Use 8 ½ x 11 paper
 - Make sure your margins are consistent
 - Use gray, ivory or white paper and make sure envelopes match!
 - Use Arial (or other sans serif) font
 - Leave white space




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2. Concise

- Do...
 - Keep it to one page
 - Use short phrases
 - Use bullet points
 - Be straight to the point!




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3. Directed

- Do...
 - Use an objective statement that details the job in which you are applying
 - Be positive in presenting yourself
 - Match up your resume with the job description
 - Use the language of the company/industry



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4. Use Action Verbs

- Do...
 - Utilize the Action Verbs Checklist to detail your skills and qualifications!

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5. Strong Top 1/3

- Do...
 - Highlight your top skills and qualifications on the top 1/3 of your resume
 - Use this space to relate your skills to the specific job for which you are applying
 - Make your qualifications POP!

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6. Do Your Homework

- Do...
 - Google the website of the company before you apply
 - Research the company mission, vision and values
 - Call the Human Resources Department if you have questions regarding the job


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7. Promote Yourself Positively

- Do...
 - Highlight your education and work experience without dating yourself
 - Use numbers wisely (ie: 10+ years of experience)
 - List your employment dates carefully, if you have multiple jobs in the last few years
 - List your accomplishments




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8. Just the Facts

- Do...
 - Provide accurate and truthful information
 - Emphasize your top skills for discussion during interviews
 - Be factual about your job responsibilities




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9. Consistency is Key

- Do...
 - Use the appropriate verb tense when listing employment
 - Use proper grammar and punctuation
 - Use consistent formatting – bullets, italics, bold, underline
 - Use same date format (ie: 07/2004 or 07/04)
 - Use same city, state format (ie: Phoenix, AZ)




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10. Proofread!

- Do...
 - Proofread your resume
 - Have someone else proofread your resume
 - Compare your resume to the job description and make sure your language matches theirs




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Resume Types

- Chronological
 - Held the same job for more than 5 years
 - Stable, consistent work history
 - Past employer is a prestigious, well known company
 - Job titles are impressive
 - Plan to stay in the same field




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Resume Types

- Functional
 - Changing careers
 - Have not held a job for a long period of time
 - Recently finished school with little professional experience in the field
 - Re-entering workforce after considerable absence
 - Most of experience has been in temporary or volunteer work




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Resume Layout

- Heading
- Objective
- Summary of Skills
- Professional Experience
- Education



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Sample Resume

- Chronological vs. Functional Resume on the Board



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Cover Letters

- Send a cover letter every time
- Opportunity to introduce yourself
- Should be addressed to a particular person whenever possible
- Personally signed by you in blue ink
- Do not start every sentence with "I"
- Write it now and edit later!


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Thank You Notes

- Send everyone a thank you note after an interview
- This will push you to the top of the pile
- Be personal, genuine and specific
- Repeat your interest & enthusiasm about the company and position



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Networking

- What is Networking?
 - Discover connections
 - Establish relationships
 - Get leads on potential positions
 - Gain support for your job search
 - Help you understand your potential career better
 - Gather information not available to the public



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Types of Networking

- Social Networking:
 - Attending association or Chamber meetings/luncheons to meet people in the field you are interested in
 - School, activities, hobbies, friends/family, neighbors, doctors
- Informational Interviewing
 - Scheduled “interview” with someone in the field or company you are interested in
 - To gain information regarding what the career is like (ie: typical day, challenges, benefits, salary, etc.)



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Questions?

Additional Resource:

- www.quintcareers.com




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Evaluations



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