

# Representing Yourself

Michelle Griffin, MA, PHR, SHRM-CP

# AGENDA

- Best Resume Tips
- Elevator Speech
- Networking

# Have a resume that represents the BEST you!!

## Layout and Basic Info

### 1. Current Contact Information

- Name, email, phone number, city/state
- Use a professional email
- Have a professional voicemail message
- Be careful about ring-back music

### 2. The objective statement debate!

- Some think its unnecessary and outdated
- Use the space for a “branding statement” to summarize your best attributes
- Keep it short and precise- 2 sentences
- Show value and make it count



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## Layout and Basic Info

### 3. SPELL CHECK!

- Make sure to run it through advance grammar and spell check
- Ask a friend to review/edit your resume

### 4. Say good bye to High School

- Remove ALL high school info once you have additional education: degree, accolades, and clubs
- Keep any work experience if you worked while in high school

### 5. Chronological Order

- Put your most current information toward the top
- Best order is education and work experience toward the top
- Skills can be at the top if they are significant and industry specific, like computer development languages

# Have a resume that represents the BEST you!!

## Layout and Basic Info

### 6. ONE page is best

- With limited experience and entry level positions keep it to one page
- Make use of the header area for your contact info
- Its acceptable to go to 2 pages once you have additional experience

### 7. Organization is key!

- Employers want to know exactly what they are looking at in 15 seconds!
- Keep the use of bold, italicize, and underline to areas that make sense and look clean
- Use proper headers, spacing, lines, or other distinctions to break up sections
- Use a good size font so its easy to read - nothing less than 10
- Ok to use narrow borders to fit more on the page

# Have a resume that represents the BEST you!!

## What to Write?

- 1. Have at least 2 bullet points for each job, internship, study aboard, etc.**
  - Explain your job roll and responsibilities - use your job description as a guide
  - Provide accomplishments, complex tasks, or important projects you completed
- 2. Always have good action verbs**
  - Start each bullet point with a good action verb and use a thesaurus to change it up
  - In current jobs use present tense, for older jobs use past tense
  - Consistent punctuation throughout
- 3. Key words**
  - Recruiters find your resume by matching it to a job search - usually with key words
  - Look up your ideal job posting and incorporate key components from the knowledge, skills, and abilities into your resume



# To cover letter or not cover letter?!

Answer: Maybe

- Explain why you want to the job
  - Especially if it's a career change or a job you've never held before
- If the job is not local explain your willingness to relocate (with or without assistance)
- Provide availability and excitement for an interview
- ALWAYS say thank you

## Things to Remember:

1. Put a heading with your info
  - Copy the resume heading
2. Address the letter appropriately
  - To HR, whom it may concern, etc.
3. Keep it short and precise
4. Sincerely, your name

# Your Elevator Speech

## What it is...

- 30 second pitch about yourself and your inspirations
- Be able to express yourself in any job related area:
  - Interview
  - Networking event
  - Or any event where someone might help you get a job

## How to prepare...

- Clarify your job target
- Summarize your education, work history, and current job
- Know how to explain job or education transitions/shifts
- Write it down
- Practice it with a friend



# Networking

## What it is....

- Talking and connecting with people for a purpose
- Having engaging conversations
- Ask questions about your interest and learn from others
- Be honest about your job seeking intentions

## How to do it....

- Join social and networking groups
- Figure out who matters most to you in the room
- Think people not position, status, or wealth
- Maintain relationships - social obligations
- Be genuine and generous

Have Fun Today!!