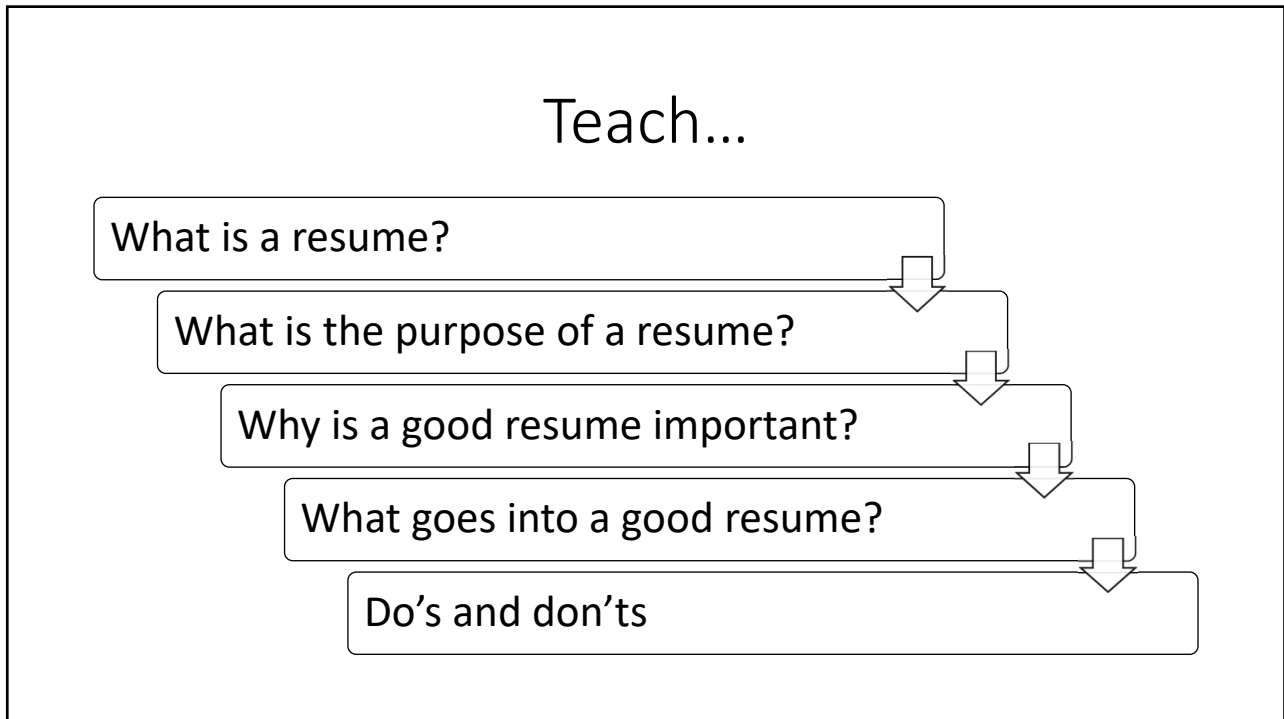


Resume Writing

Lakshmi Mahadevan, Ph.D.
lmahadevan@ag.tamu.edu

1



2

What is a resume?



A written picture of you.



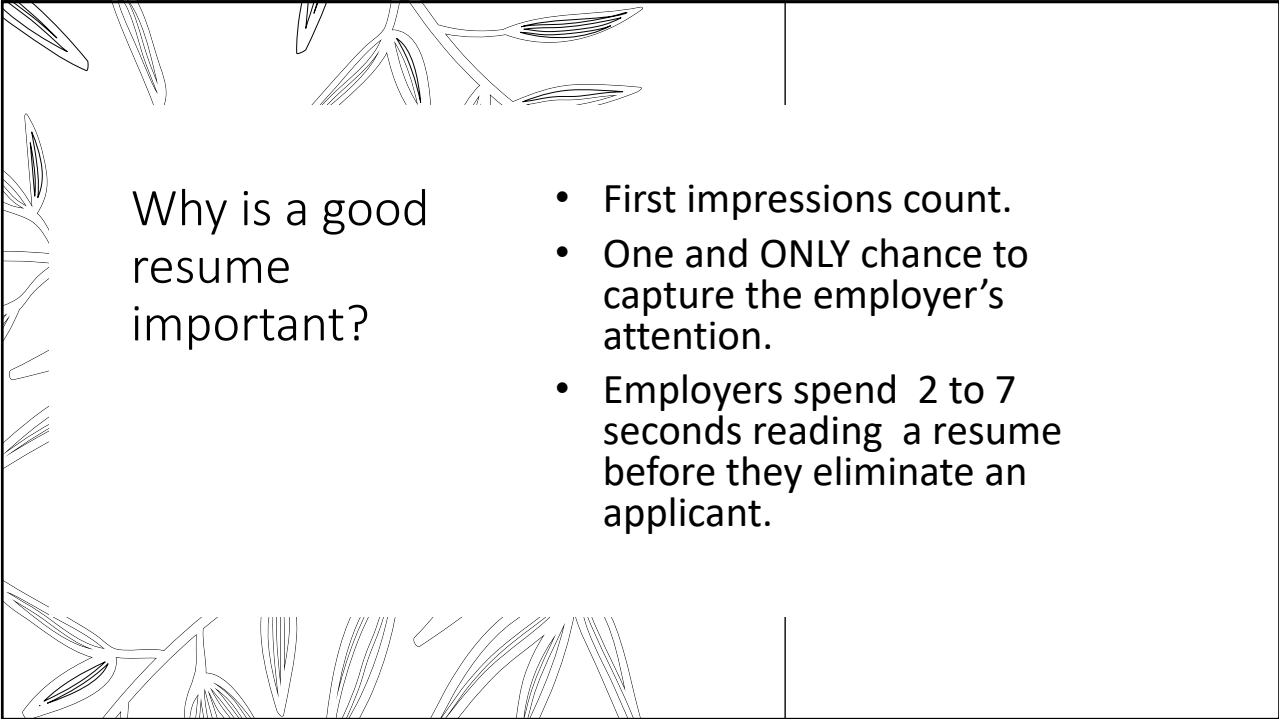
Shows a grouping of your unique skills and abilities.

3

What is the purpose?



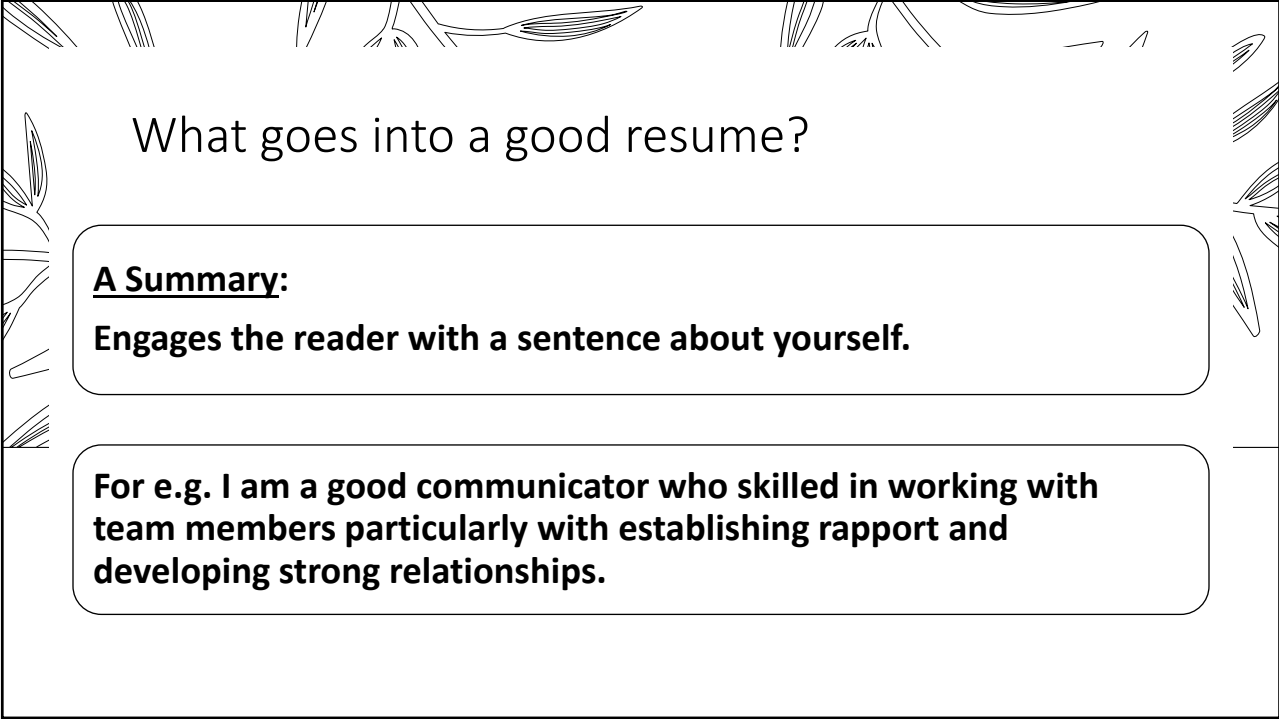
4



Why is a good resume important?

- First impressions count.
- One and ONLY chance to capture the employer's attention.
- Employers spend 2 to 7 seconds reading a resume before they eliminate an applicant.

5



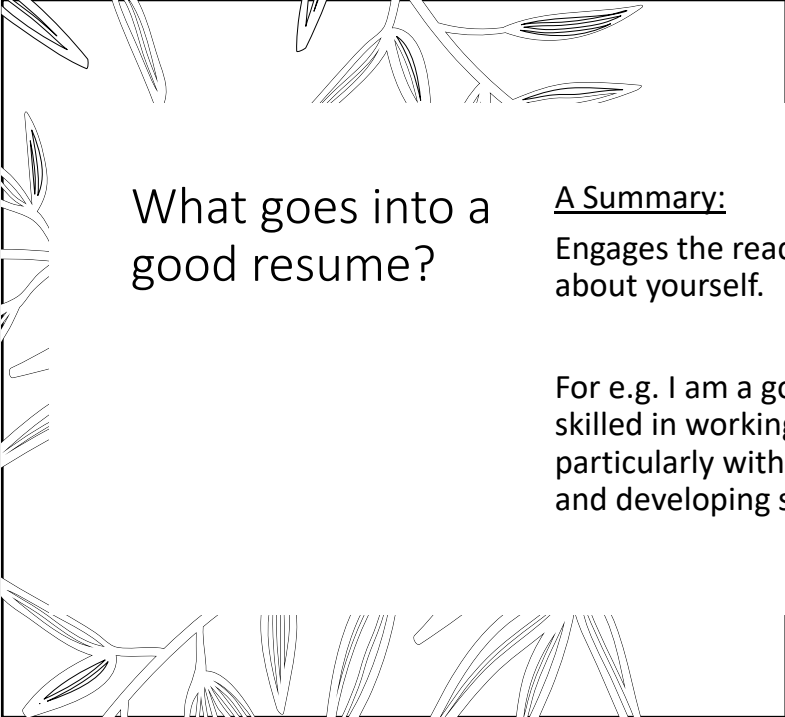
What goes into a good resume?

A Summary:

Engages the reader with a sentence about yourself.

For e.g. I am a good communicator who skilled in working with team members particularly with establishing rapport and developing strong relationships.

6

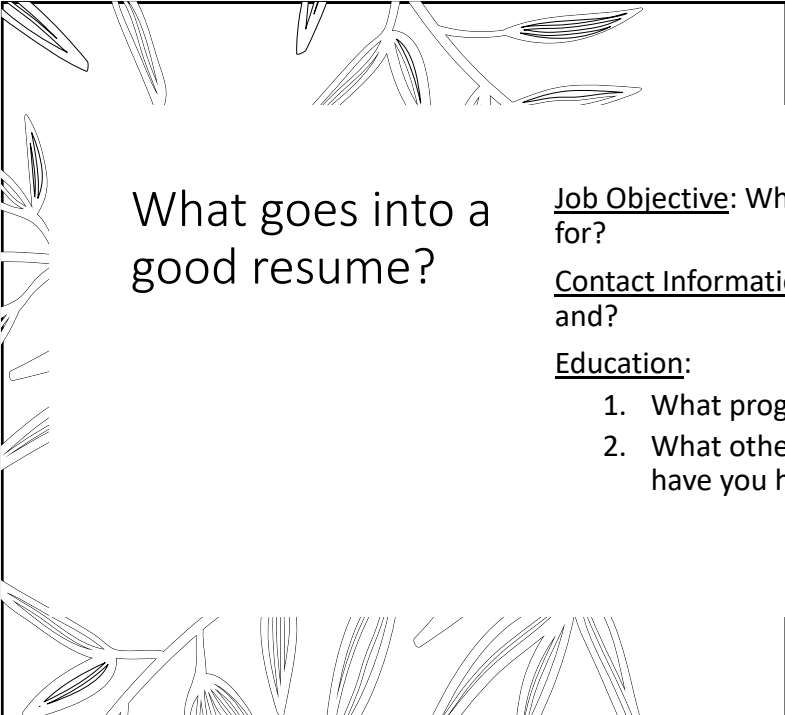


What goes into a good resume?

A Summary:
Engages the reader with a sentence about yourself.

For e.g. I am a good communicator who skilled in working with team members particularly with establishing rapport and developing strong relationships.

7



What goes into a good resume?

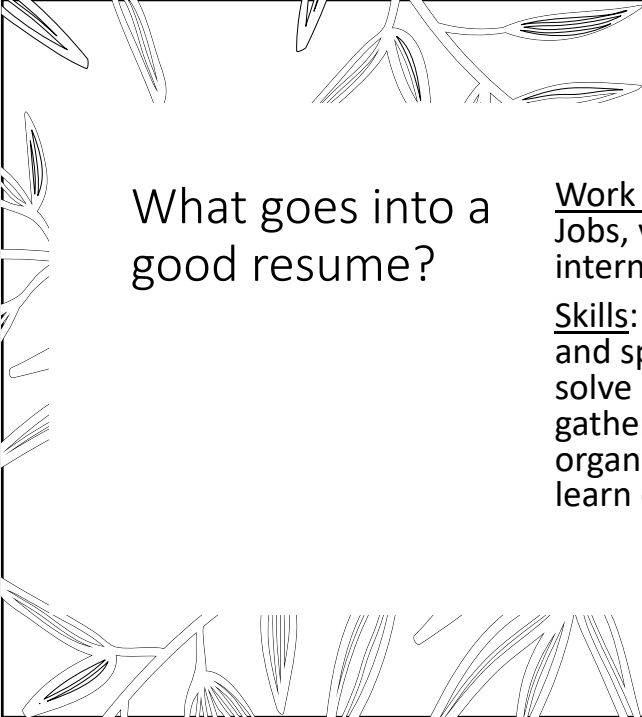
Job Objective: What job are you applying for?

Contact Information: Your address, email and?

Education:

1. What program are you currently in?
2. What other educational experiences have you had?

8

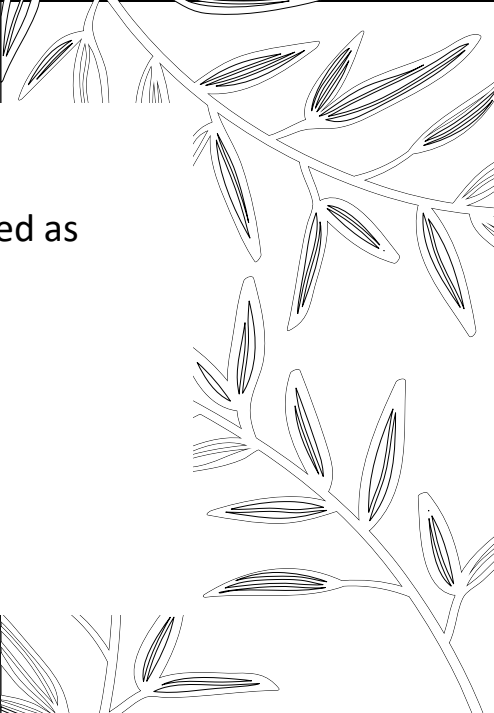


What goes into a good resume?

Work Experiences(paid and unpaid): Jobs, volunteer, practicums and/or internships.

Skills: Computer, languages - written and spoken, work well with a team, solve problems, make decisions, gather and use information, organization, time management, learn quickly and self-motivate.

9



Do's

Do have a cover letter (even if not mentioned as a requirement)

- ✓ Keep it short (three paragraphs)
- ✓ Provide specific examples of related work experiences
- ✓ Talk about your skills
- ✓ Write in first person
- ✓ Be respectful
- ✓ PROOFREAD!

10

Do's

- Do tailor your resume to the job description,
- For example - In "Summary" -
- If it asks for someone with innovative ability– emphasize and use the word "innovative" in your resume.
- And where else?

11

Example Job Posting

The Scheduling Coordinator responsibilities include, but are not limited to:

Greet all patients and check them in

Answer and respond to telephone calls with professionalism and according to office policy

Make appointments

Call and confirm appointments

Review schedule to minimize scheduling mistakes and take steps to optimize efficiency

Fill any schedule holes

Review and restock supplies for reception

Review the office for a neat, professional appearance and make necessary changes

Receive and Send exam forms

Keep up with I-pad maintenance

Keep patients posted on delays

Cleaning duties

Change answering machine and post office signs as necessary

Perform additional tasks as necessary or assigned to achieve office/company goals

- Key Qualifications for the ideal candidate:
- Fits our dynamic culture and values
- No experience required
- A self-starter with a positive outlook
- Attention to detail, friendly and outgoing personality
- A strong service mentality, supports the needs of patients
- Team oriented
- Spanish Speaker a plus!

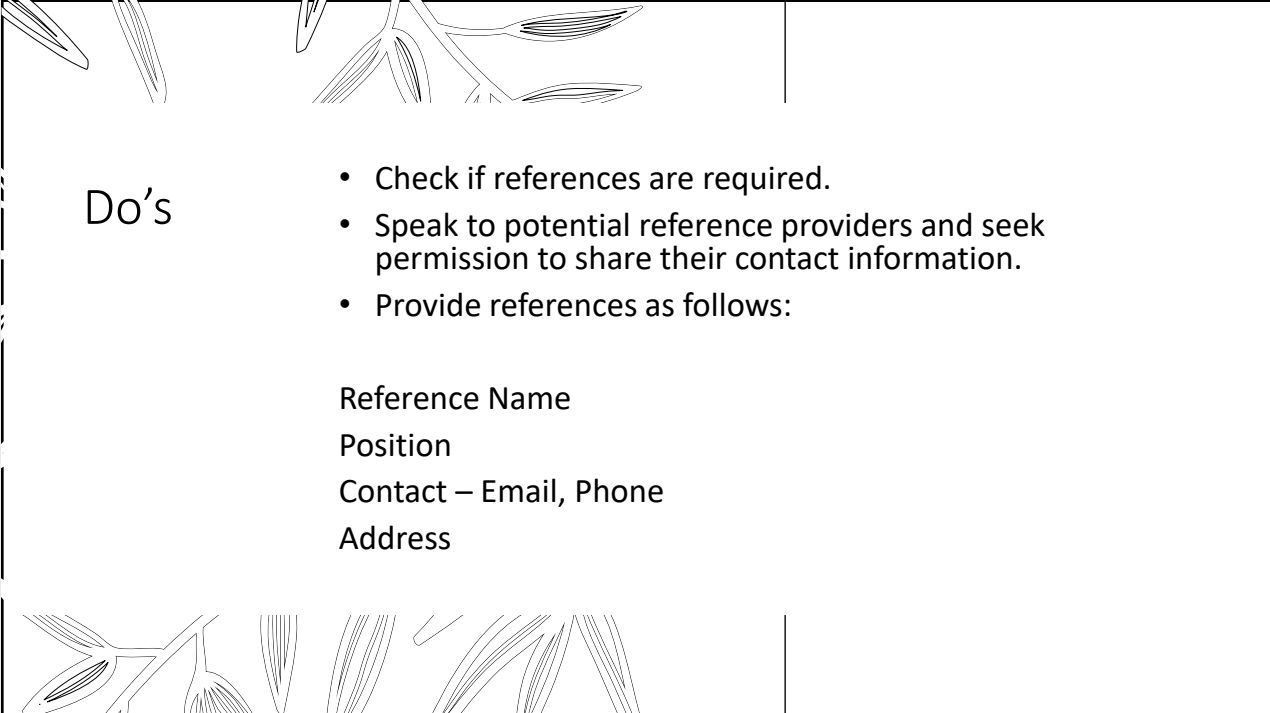
12

Example of Tailoring Resume

In summary: I am innovative, enthusiastic, and a self-starter who is detail-oriented.

In cover letter: I enjoy speaking and building rapport with people. I truly look forward to using my organizational and strong communication skills to support and meet patient needs.

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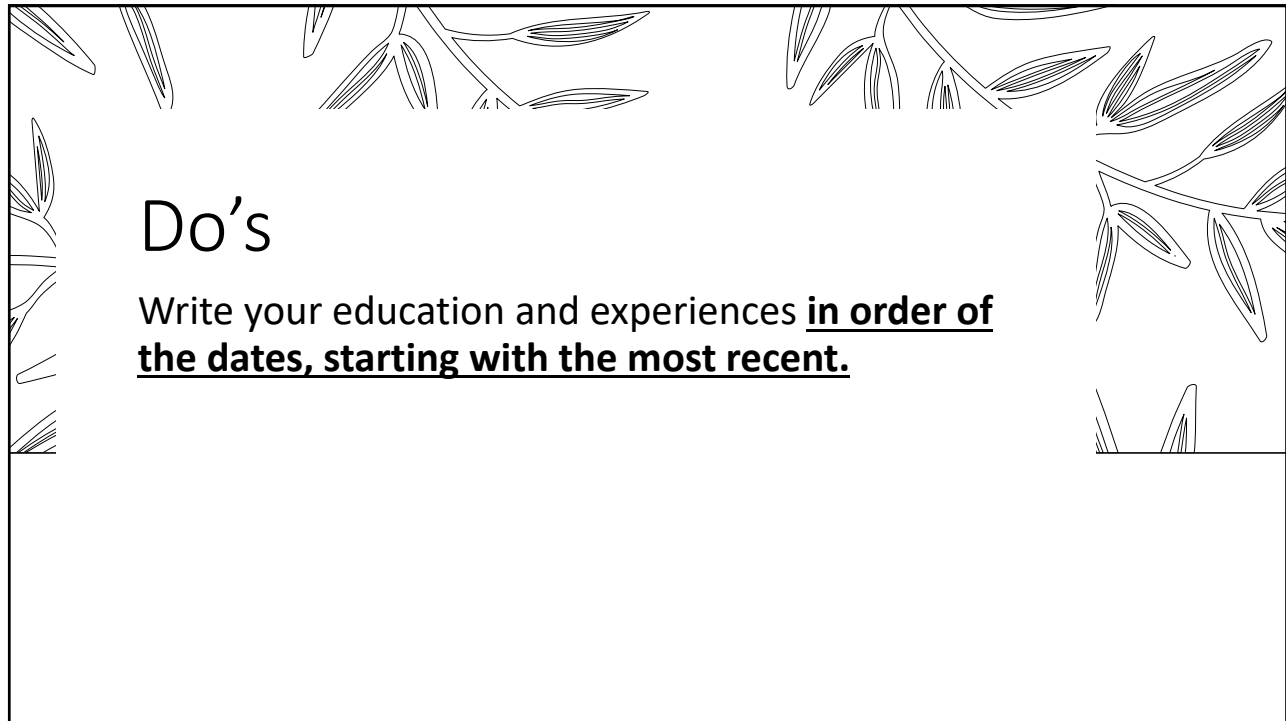


Do's

- Check if references are required.
- Speak to potential reference providers and seek permission to share their contact information.
- Provide references as follows:

Reference Name
Position
Contact – Email, Phone
Address

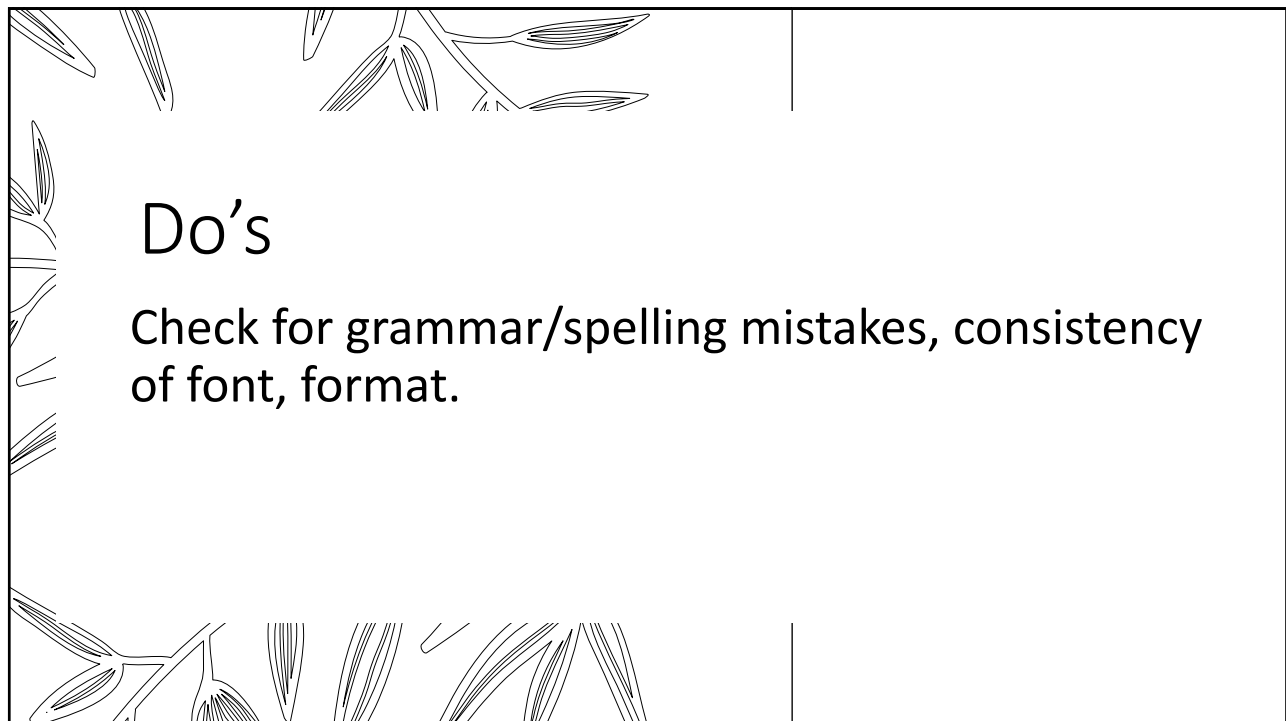
14



Do's

Write your education and experiences **in order of the dates, starting with the most recent.**

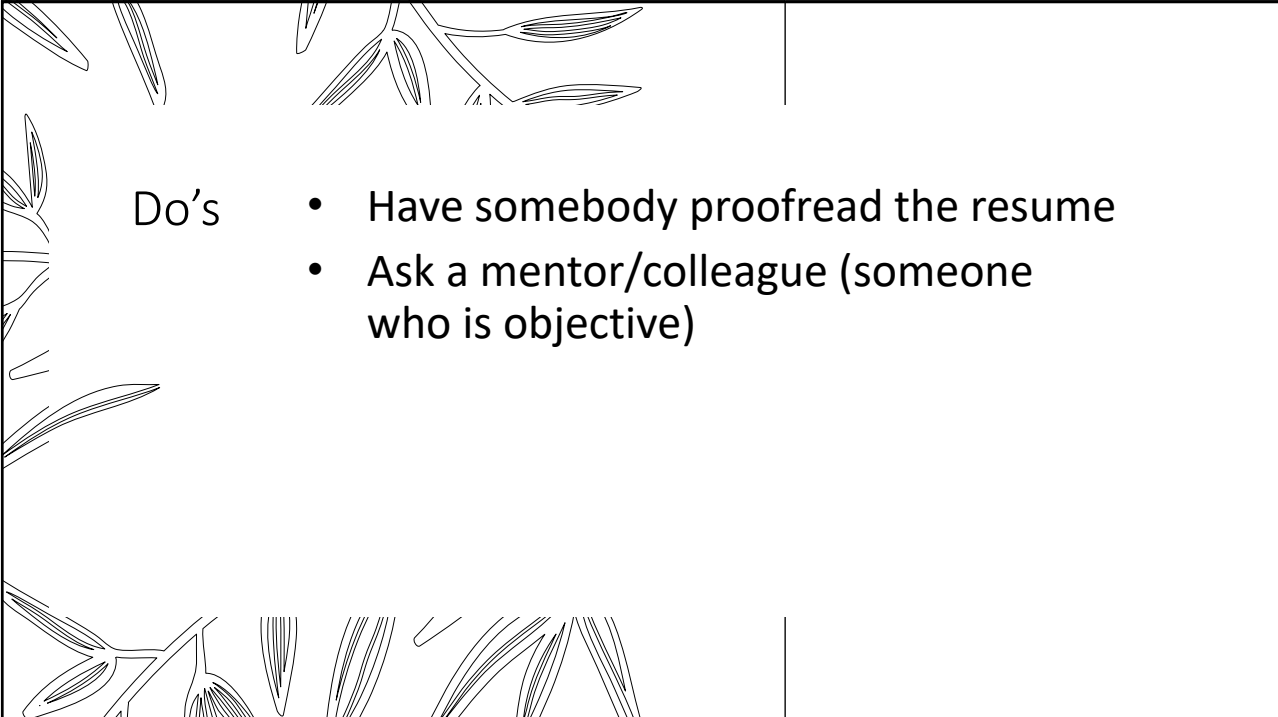
15



Do's

Check for grammar/spelling mistakes, consistency of font, format.

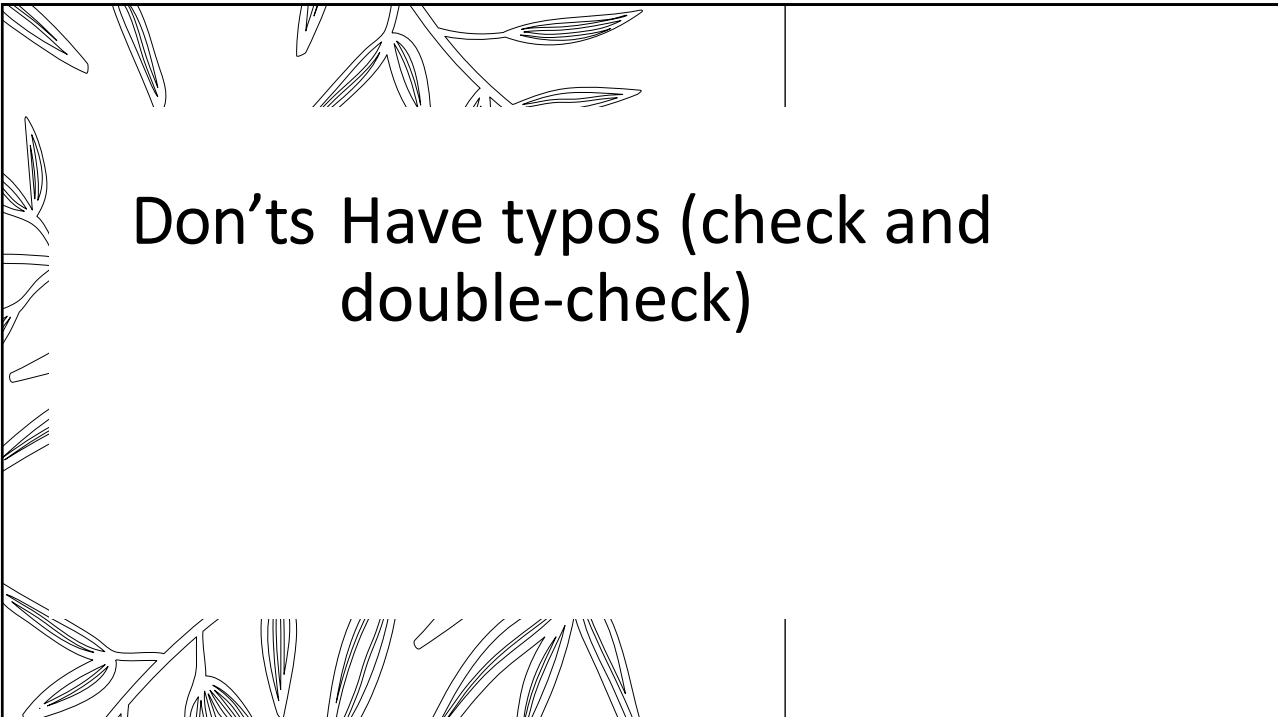
16



Do's

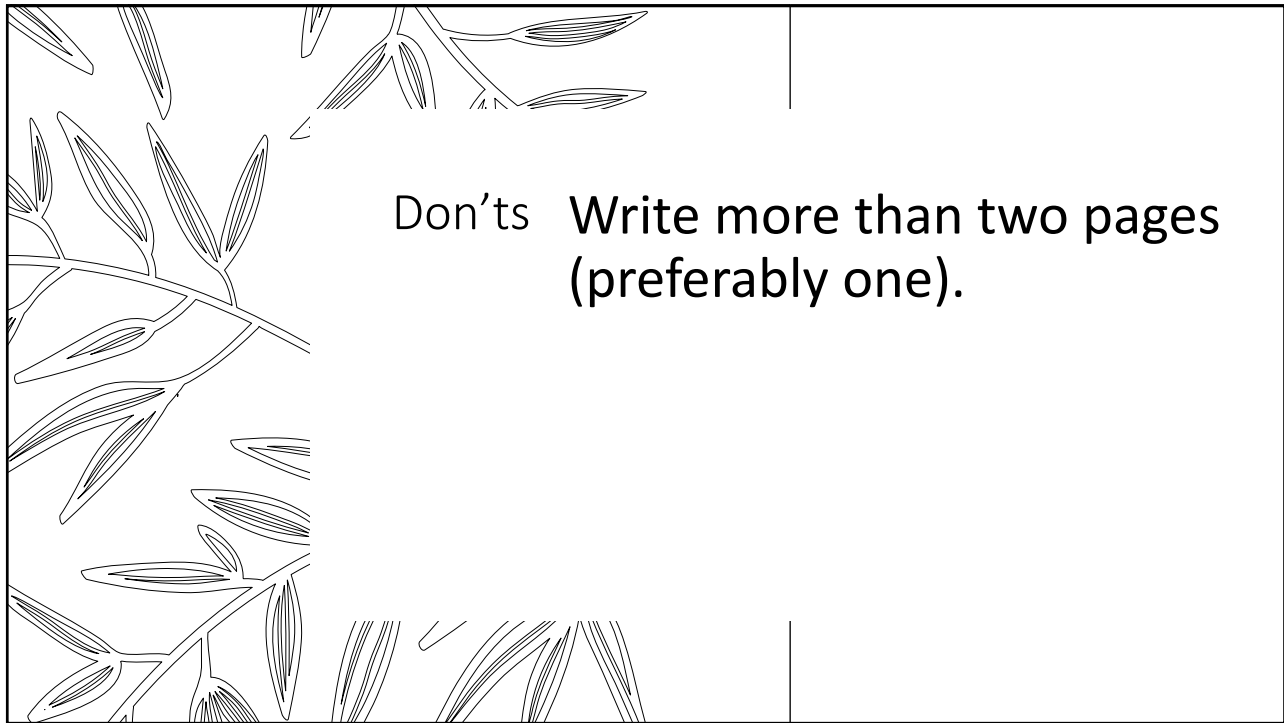
- Have somebody proofread the resume
- Ask a mentor/colleague (someone who is objective)

17

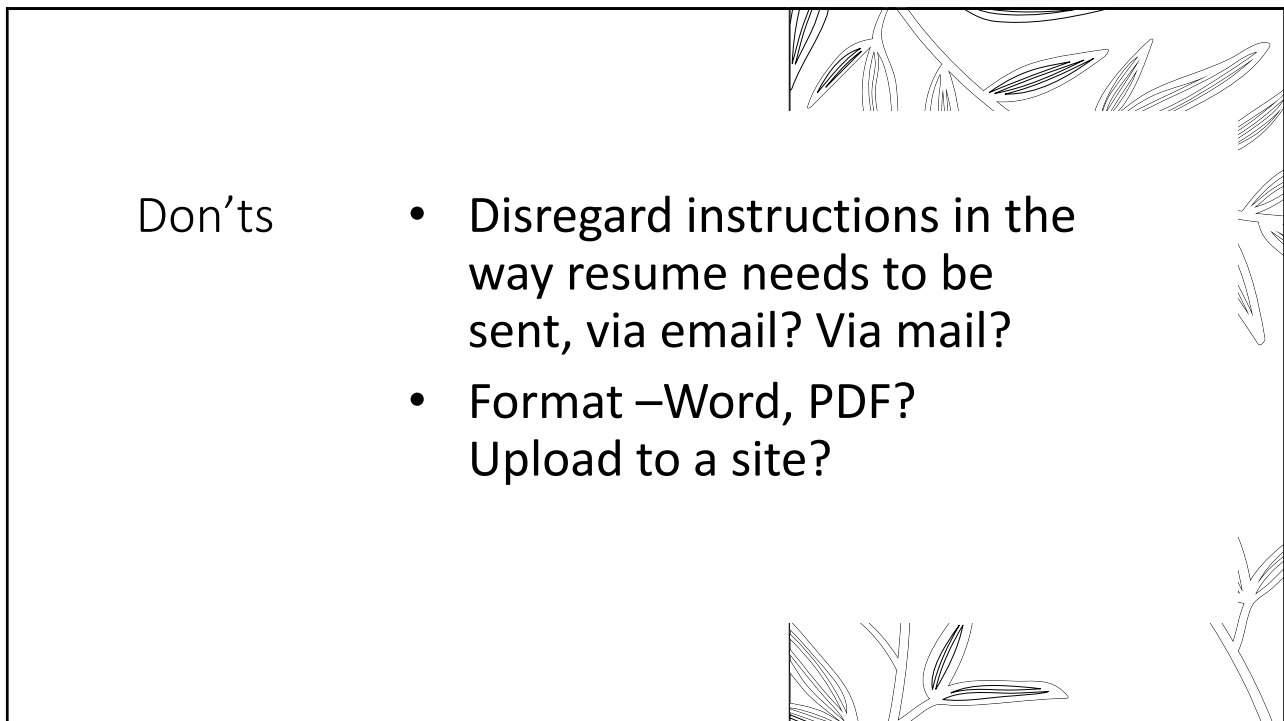


Don'ts Have typos (check and double-check)

18



19



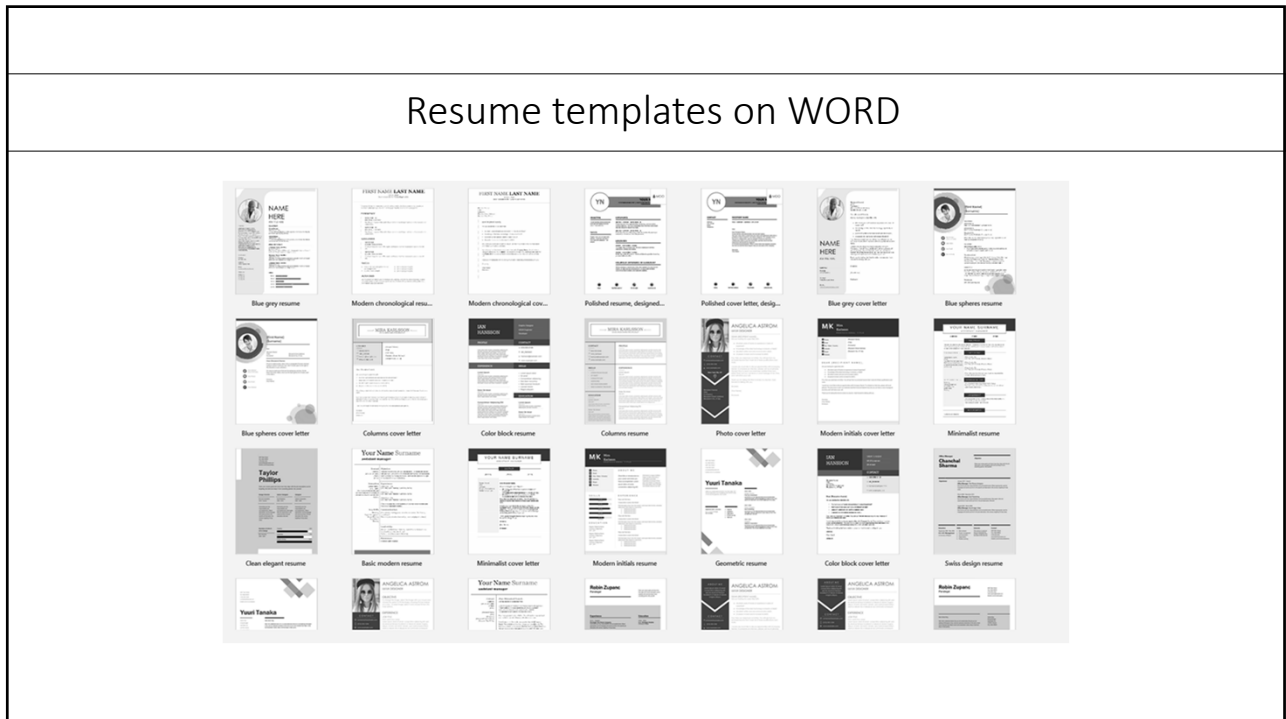
Don'ts

- Disregard instructions in the way resume needs to be sent, via email? Via mail?
- Format –Word, PDF?
Upload to a site?

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Resume Writing Teaching Tips

Have the student research resumes online.

Help them compare “good” and “bad” resume - <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-with-examples>

Frame each resume section as a question – What is your education? What skills should we include? How would you introduce yourself? What would you say are your strengths?

Work on one resume section at a time – even if it takes a few days.

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Additional Resources

Building a Resume: Tips for Youth with Disabilities - <https://www.pacer.org/transition/resource-library/publications/NPC-23.pdf>

Online Resume Guide - <https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/SampleResumeWalkThrough/top-portion-of-resume.aspx>

Disclosure Options for Employment - <https://career.colostate.edu/wp-content/uploads/2020/09/Disclosure-Options-for-Employment.pdf>

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