

RESUMES THAT GET RESULTS

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WALK IN RESUME REVIEWS

CCO Staff – YOUNG 132

Ongoing M – F 10 a.m. – 4 p.m.

Resume Blitz By CCO Staff

Monday, Oct 2

11 a.m. – 3 p.m.

AGAD 121 Student Commons

Additional CCO Services

- CCO Website: <https://www.cco.purdue.edu> – Get career related tips, job search resources, campus career fair events
- One-on-one job search consultation
- CCO Express – Job Listings and On-Campus Interviews
 - Interview Stream for practice
- Outreach – presentations, resume tables

RESUME SWAP

What is the purpose of a resume?

- 30 seconds or less to get you to the interview room
- Functions as your personal marketing piece
- Shows the recruiter exactly how you fit into the position or company
- Draws a clear line as to where you want to go next

Parts of a Resume

Formatting

- Heading & Contact Information
- Objective
- Education
- Experience
 - Work, Research, Leadership, Volunteer
- Extracurricular/Activities/Honors
- Skills
 - computer skills, foreign language

Common Issues With Freshmen Resumes

- Omission of “non-relevant” work experience
- Not showcasing leadership experience
- Not ordering of sub-headings with most significant experiences first
- Explaining experiences in terms of duties instead of skills and accomplishments

NACE Employer Wish List

- Communication skills (verbal)
- Strong work ethic
- Teamwork skills (interpersonal)
- Analytical skills
- Initiative

CREATING POWER STATEMENTS

- Focus on one of your work or leadership experiences.
- What did you do? **POWER VERB**
- What did you accomplish? **RESULTS, METHOD OR PROCESS**

ACTION + RESULT = POWER STATEMENT

EXAMPLES

Implemented **effective** service-oriented procedure **which decreased wait time for customers**

Managed a sorority house budget of **over \$500,000 for events and monthly expenses**

Fostered team-based environment and **built interpersonal relationships to perform effectively as a single, functional unit**

Working with People:

Communication

Address
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Entertain
Exhibit
Explain
Express
Illustrate
Interpret
Interview
Investigate
Lecture
Perform

Teaching/Advising

Advise
Aid
Correct
Counsel
Demonstrate
Display
Encourage
Enhance
Enlist
Ensure
Grade
Guide
Help
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide
Rate
Steer
Suggest

Fundraise

Handle
Influence
Lobby
Persuade
Poster
Publicize
Publish
Recruit
Screen
Seek Out
Sell
Service
Target

**Interpersonal
Relations**
Acclimate
Accommodate
Adapt
Answer
Anticipate
Assist
Assure

Handle
Implement
Inform
Interact
Intervene
Join
Listen
Litigate
Mediate
Model
Motivate
Negotiate
Participate
Provide
Recommend
Reconcile
Rehabilitate
Represent
Resolve
Share
Suggest
Treat
Understand

Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Head
Hire
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Officiate
Order
Oversee
Prescreen
Preside

Working with Data:

Research/Analysis

Acquire
Analyze
Classify
Collate
Collect
Compile
Conduct
Deliver
Detect
Determine
Discover
Dissect
Evaluate
Explore
Examine
Formulate
Gather
Identify
Inspect

Numbers/Finance

Abstract
Account
Add
Appraise
Audit
Budget
Calculate
Collect
Compute
Decrease
Determine
Divide
Enter (data)
Estimate
File
Finance
Formulate
Increase
Insure
Inventory
Invest
Market
Maximize
Minimize
Multiply
Process
Project

Reduce
Solve
Quantify

Organization

Appraise
Apply
Arrange
Balance
Catalog
Categorize
Connect
Coordinate
Define
Edit
Establish
Facilitate
File
Group
Issue
Modify
Orchestrate
Organize
Overhaul
Place
Prepare
Program
Qualify

Schedule
Set
Sort

Working
with Things:

Development

Assemble
Build
Customize
Design
Enlarge
Format
Improve
Install
Fix
Function
Manufacture
Navigate
Operate
Propose
Refinish
Renovate
Repair
Restore

Creating/Generating

Construct
Landscape
Produce
Shape
Utilize

Working
with Ideas:

Development

Adjust
Compose
Develop
Devise
Implement
Innovate
Invent
Make

Creating/Generating

Activate
Complete
Conserve
Contract
Create

Draw
Engineer
Execute
Expand
Generate
Inaugurate
Launch
Modify
Mold
Reconstruct
Synthesize
Transform
Unite

General/
Miscellaneous

Act
Apply
Anticipate
Change
Check
Contribute
Cover
Decide
Define
Diagnose
Effect
Eliminate

Facilitate
Forecast
Found
Give
Learn
Navigate
Offer
Perform
Propose
Receive
Refer
Referee
Register
Reinforce
Resolve
Respond
Retrieve
Save
Select
Serve
Set
Simplify
Study
Take
Travel



Resume Self - Check

- ✓ Have I included all my RELEVANT EXPERIENCES?
- ✓ Have I listed MOST IMPORTANT first?
- ✓ Have I used ACTION VERBS?
- ✓ Have I shown RESULTS/IMPACT?
- ✓ Does it FIT the position?
- ✓ Is it ERROR FREE?

COME SEE US!

CCO/YOUNG 132

www.cco.purdue.edu

Thank You!

