

THE CAREER MONTHLY

RESUME EDITION

INSIDE THIS ISSUE:

Introduction	1
Resume rule book	1
Required vs. optional	2
Resume dos and donts	2
Resume Q & A	2
Bullet point guide	3
KSUT office of career services	3

INTRODUCTION

Welcome to the newsletter issue of *Career Monthly*, brought to you by the Kent State Trumbull's Office of Career Services.

The newsletter will provide you information, resources and tools to help guide you through your career planning journey!

Do not hesitate to reach out to the Career Services Coordinator, Tiffany Tyree, for any career related assistance. Her email is ttyree@kent.edu and the office is

located in the Student Services Building, Room #143. Find all issues of *Career Monthly* on the KSUT Career Services webpage.



RESUME RULE BOOK

⇒ Resume must be flawless and contain no spelling or grammatical errors.

⇒ Format must be visually attractive with appropriate spacing and headings highlighted.

⇒ Quantify accomplishments when possible (numbers, dollars, percentages).

⇒ Content must be accurate and honest.

⇒ Avoid personal information such as age, marital status, height/ weight.

⇒ Print resume on conservative paper (ivory, gray, or white is best for scanning).

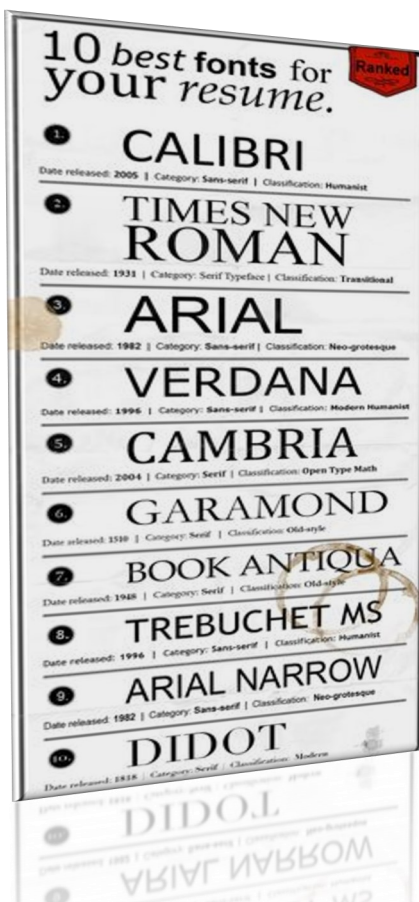
⇒ If two pages, do not staple. Place your name and "Page two" on the second page.

⇒ Indicate numbers 10 and over as numerical, nine and under as written words.

REMEMBER:

"This is not just a resume, but the evolution of passion throughout the years of diligent work on the way to becoming an expert."

~ NGenious Art



REQUIRED VS. OPTIONAL SECTIONS

DID YOU KNOW?

There's only one letter that doesn't appear in any U.S. state name. The letter is "Q."

REQUIRED:

- ⇒ Identification
- ⇒ Education
- ⇒ Skills OR Competencies
- ⇒ Experience
 - * Work experience (full and part-time)
 - * Leadership experience
 - * Volunteer experience
 - * Internship experience

OPTIONAL:

- ⇒ Objective OR Summary
- ⇒ Significant coursework
- ⇒ Specified computer skills
- ⇒ Student involvement
- ⇒ Accomplishments
- ⇒ Interests OR Hobbies (related to job applying for)
- ⇒ Volunteer experience

Uploads Resume

NEXT

Please fill in your employment history



RESUME Q&A

Q: How many pages should my resume be?

A: 1 page ideally, 2 at the max.

Q: Do I need to include my home address?

A: It is optional.

Q: Which resume format should I use?

A: Chronological order of most recent employment is best.

Q: What do I do if I do not have a lot of work experience?

A: Make up for it in other areas on your resume. Think about anything that could be relevant to the job you are applying for (Ex. coursework, specific projects, volunteer work).

Q: How do I trim the length of my resume?

A: Play with margins.; utilize your lines effectively; avoid lengthy bullet points; ask yourself if it's relevant (to the position you're applying to); take out "References available upon request."

RESUME DOS & DONTs

- ⇒ Do include soft skills (interpersonal, project management, problem solving, etc).
- ⇒ Do tailor your resume for different jobs.
- ⇒ Do keep a master resume (that includes every position you've ever held).
- ⇒ Don't use weak action verbs.
- ⇒ Don't use personal pronouns or complete sentences.
- ⇒ Don't forget to ask someone to proofread!
- ⇒ Don't steal the job description's exact wording.

KEY SKILLS TO PUT ON A RESUME:



Decision Making



Leadership



Problem-solving



Teamwork



Active Listening



Communication



Critical Thinking



Customer Service

*"Work hard in silence.
Let success be your noise!"*

TIFFANY TYREE, M.ED

Coordinator, Career Services
Student Services Bldg, Rm #143
4314 Mahoning Ave., NW
Warren, OH 44483
Main: 330.675.8860
Email: ttyree@kent.edu
(best contact)

RESUME BULLET POINT GUIDE

FORMULA:

ACTION VERB + SKILL + TASK = STRONG
BULLET POINT

- Think about a specific skill set you have gained through an experience.
- Jot down the company/organization name, city, state and position title.
- Write out the task which correlate to the specific skill set.
 - When possible, include quantities/ numbers.
- Select an action verb to start your bullet point.
- Put it all together!

EXAMPLE

SKILL: Attention to detail

TASK: Working with store managers to count and prepare cash deposits.

ACTION VERB: Administer

FINAL BULLET POINT:

"Administer attention to detail to assist 2 Store Managers in counting and preparing the cash deposit of up to \$5,000 on a daily basis."

OFFICE OF CAREER SERVICES

The office can assist you with the following:

- ⇒ Major and Career Exploration
- ⇒ Graduate Studies
- ⇒ Resume and Cover Letter Development
- ⇒ Interview Preparation
- ⇒ Career Search Assistance and Guidance
- ⇒ Job and Internship Opportunities

CAREER & RESUME RESOURCES:

KSUT Office of Career Services
<https://www.kent.edu/trumbull/career-services>

Examples of resumes on Career Services webpage
<https://www.kent.edu/career/resumes-letters>

KSUT Career Cabinet
- Includes a resume template
<https://tinyurl.com/KSTCareerCabinet>

How ever can my
brilliance be captured
in a one-page resume?



DID YOU KNOW?

According to CareerBuilder...

- ♣ Recruiters take 5-7 seconds on average to assess your resume.
- ♣ 63% of recruiters look for resumes tailored to the open job position.
- ♣ 62% of employers specifically look for soft skills on the resume.

