Non-Traditional Snack N Chat: Revamping your Resume

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Objectives

1. Identify the ideal candidate for employers
2. How to address gaps in employment
3. How to write a resume that highlights skills
4. Methods that include adding career relevant terms

The Ideal Candidate

- The ideal candidate is a graduate of a 4-year degree program with a liberal arts, business, or technical degree.
- Common degrees include:

• Accounting	• English	• Marketing
• Business Administration	• Engineering	• Political Science
• Communications	• Finance	• Psychology
• Computer Science	• Foreign Languages	• Science
• Economics	• History	• Sociology/Anthropology

- Candidates with 2-year degrees are also encouraged to apply.

Employers look for

- Applicants active during their college years.
- Demonstrated excellent time management.
- Grads with a "can-do" attitude who are smart, flexible, and motivated.
- Candidates looking for a long-term career opportunity and realistic career development.

  ❑ Academic performance
  ❑ Extracurricular activities
  ❑ Internship or work experience
  ❑ Technology skills
  ❑ Leadership experience

How to address gaps in employment

- **What did you do during the gap?**
  - Raise a child
  - Start a business
  - Take care of a loved one

- **Has the problem been solved?**
  - Are you finished having kids
  - Is the business managed by someone else
  - Has the loved one gotten better or have a full- time care giver

- **Do Not draw attention to dates**
  - Be sure your format highlights skills or jobs not dates
  - Reassure the interviewer or recruiter that this is not an issue

- Provide Valid Reason, Reassure, and Sell Strengths

How to **highlight** skills not **experience**

1. Summary or Qualifications
2. Add sections: Technology or Language
3. Think about how you spend your spare time
4. Highlight your strengths
5. What skills are you using daily
   - Computer, Organization, Power tools, Leadership

❑ Academic performance
❑ Extracurricular activities
❑ Internship or work
❑ Technology skills
❑ Leadership experience

Update your resume: Career relevant terms

- **Look at the Job Descriptions!**
  - Qualifications
  - Preferred Skills
  - Minimum requirements

- **Placement is Key**
  - Put most important information at top
  - State the obvious: Degree

YOUR LOGO HERE

Company Name

Job Title:		Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			

Applications Accepted By:

Fax or E-mail:	Mail:
(425) 555-0123 or someone@example.com	[Recruiting Contact or Hiring Manager]
Subject Line:	[Department, Company Name]
Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]	[P.O. Box]
	[Street or Mailing Address with ZIP Code]

Job Description

Role and Responsibilities

[Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style. For bullets, use the Bulleted List style:

- Bulleted list item
- Bulleted list item

For a numbered list, use the Numbered List style:

1. Numbered list item
2. Numbered List item]

Qualifications and Education Requirements

[Type a description of the work experience and educational background that a candidate should have when applying for position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]

Preferred Skills

[Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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Get Social with Career Services

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Resources

- http://www.gradstaff.com/ideal_candidate.html