

Resume 101

How to Design and Build a Quality Resume

Purpose of Cover Letter

- ▶ To have the interviewer look at your resume
- ▶ Equally (if not more) important than resume

Purpose of Resume

- ▶ Provide evidence for why you are the best candidate
- ▶ Set yourself apart
- ▶ Show and prove results
- ▶ Demonstrate progression

The Basic Components

- ▶ Header Most Important
 - ▶ Must be the exact same on all documents
 - ▶ Must have full name, one email, one phone number, and recent address
 - ▶ Tailor color and design to application
- ▶ Requirements:
 - ▶ Cover Letter
 - ▶ Resume
 - ▶ Reference Page

To Design or To Template...

▶ Templates

- ▶ Only valuable for design component not needed, don't use
- ▶ Often won't allow for spacing changes or component changes
- ▶ Less time up front, more when correcting and adding

▶ Design your own

- ▶ Allows for spacing and formatting changes
- ▶ Tailored for your specific needs
- ▶ Easier to update
- ▶ More time up front, less when correcting or adding

If

Inventory and Prioritize

▶ Must Have:

- ▶ Education and/or Certifications
- ▶ Experience / Internship
- ▶ Leadership, Activities, Awards/Honors, Community Experience
(not all are needed - determine your best assets)

▶ Prioritize

- ▶ After Education, resumes shouldn't be the same
- ▶ Tailor to *your* strengths
- ▶ Only have headers for your valuable categories
- ▶ Remember: set yourself apart from others

Verbs Matter. Words Matter.

short and concise is always right...

- ▶ Avoid sentences
 - ▶ Bullet points
- ▶ Strong Action verbs
 - ▶ Do your research - use the several examples available
 - ▶ Vary your verbs
 - ▶ Don't use common verbs
 - ▶ Transferable skills
- ▶ Avoid Pronouns
 - ▶ No "You" or "I"

Numbers Matter.

- ▶ Most resumes are now pushed through computer programs with algorithms
- ▶ Need to Quantify
 - ▶ One or two points need to show an improvement
 - ▶ Numbers help
 - ▶ How Many People
 - ▶ How Much Money
 - ▶ Percent

Tanner Hecht

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Education

Wamego High School, Wamego KS

- GPA | 4.3
- ACT | 30
- AP and College Courses | AP Psychology, AP U.S. History, AP Language and Composition, AP Calculus, Advanced Chemistry, Composition I and II, Engineering Independent Study
- Kansas Scholar
- High Honor Roll | 4 Years

Leadership

Student Council Representative

- Planned and organized school dances, homecoming, and pep rallies
- Planned and organized school fundraisers

National Honor Society

- Elected club Treasurer
- Managed club fees, dues, and extra financial transactions
- Assisted with Wamego American Legion Poppy project
- Organized multiple local blood drives and donated blood

Peer Chamber

- Networked with local business leaders during Chamber events
- Attended Young Professional Lunch and Learns
- Coordinated with Wamego Public Library and helped construct StoryWalk project

Peer Counseling

- Selected by school administration
- Trained to counsel fellow high school students

Link Crew

- Selected by school administration
- Implemented leadership activities and transitioned freshman throughout the school year

Future Business Leaders of America (FBLA)

- Attended local business meetings
- Collected non-perishable food items for Community Health Ministries

Activities

Varsity Cross Country

- State qualifying team | 2017-2018

Varsity Basketball

- Lettered | 4 Years
- All League | 2 Years
- All State | 2 Years
- All-Tournament Team | 2 Years
- Awarded Team Most Valuable Player | 2 Years

JV & Varsity Golf

- 3 Years

Weightlifting

- 4 Years

Community Service

Wamego Youth Basketball

- Coached girl's youth traveling team
- Managed and assisted 8 WBA Tournaments over 4 years
- Coached and developed youth during various summer camps
- Guided preschool and kindergarten students with reading and educational activities

Wamego Peer Chamber

- Assisted with Wamego Chamber's Halloween Event
- Implemented StoryWalk project

National Honor Society

- Cleaned with Adopt-a-Highway program
- Coordinated with Manhattan American Legion for Veterans Day Parade and implemented parade activities
- Attended additional Veterans Day ceremonies

Work Experience

Coldwell Banker Real Estate Advisors | Office Staff, Marketing Team

- Create digital advertisements to be distributed via social media
- Manage multiple social media accounts
- Courier funds and contracts to title companies
- Assist team of 20 agents with other various tasks
- Staging properties for showings
- Mediate between clients and brokers

LEXI A. HODGES

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PROFILE STATEMENT

Aspiring cosmetologist with experience in prom hair and makeup, constantly seeking new knowledge through online tutorials and field publications. Skilled in public relations through numerous service and work experiences. Networking experience with a variety of age groups.

EDUCATION— Wamego High School

- Cumulative GPA: 3.61
- Honor Roll 2016-2017

ACTIVITIES & LEADERSHIP

- Creating relationships with community members through Peer Chamber 2017-2018
- Improving teamwork skills as a basketball team member 2017-2018
- Active member of Students Against Destructive Decisions (SADD) 2016-2018
- Implemented girls golf team 2015-2018
- Prepare and promote spirit at WHS as a cheerleader 2015-2018

WORK EXPERIENCE

Wamego Recreation Department, 430 Lincoln Ave., Wamego, KS 2016-2017

- Lifeguard - taught swimming lessons and guarded public open swim & private parties
- Worked Lil' Tykes sport clinics, officiated at youth volleyball tournaments, score kept adult volleyball games

4th & Elm Bar & Grill, 404 Elm St., Wamego, KS 2017-2018

- Interact with customers by taking orders and delivering 100% satisfaction
- Coordinate large parties with staff capacity

AWARDS & ACHIEVEMENTS

- Lettered in Golf 2 years 2016-2017
- Lettered in Cheer 3 years 2015-2017
- Selected for the Kansas Shrine Bowl GTM Select Performance Cheer Team 2017

VOLUNTEER WORK

Peer Chamber 2017-2018

- Network with businesses at holiday events for wamego youth/community
- Worked Chamber Awards Celebration greeting attendees and running the coat-check area

Service to Church Community 2014-2015

- Cooked and served food at fish fries, and cashiered at fireworks stand
- Engaged in service work at Catholic Heart Work Camp (CHWC)

Service to Wamego Community 2016-2017

- Greeted visitors at the Kansas Sampler Festival admissions table
- Helped prepare food for WHS prom
- Handled packets for team coaches at the Kansas State Cross Country meet
- Directed parking at the Kansas State Boys Golf tournament
- Managed time-keeping at a CATTs Gymnastics meet

Kelly Lonker

Professional Summary

Kansas State University freshman with intentions of pursuing a political science and law degree. I am a dedicated, fast learner with an eye for detail who understands the value of customer service and confidentiality.

Work History

Bank of The Flint Hills - Customer Service Representative Manhattan, Kansas | 08/2020 - Current

- Processed daily client transactions, including deposits, withdrawals, money transfers, loan payments, and drafting cashier's checks.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Assisted customer questions regarding concerns relating to their accounts and financial transactions.

Leadership and Activities

Pi Beta Phi Sorority

- Elected as leadership and nominating committee for incoming executive board

Wamego High School Peer Chamber

- Networked with State Legislature during State Session 2019
- Networked with local business leaders during various Wamego Chamber Luncheons
- Attended Young Professional Lunch and Learns for Wamego Chamber
- Volunteered for over 300 hours of Chamber activities

Wamego High School Student Council President

- Elected Student Council President by student body
- Planned and organized school-wide fundraisers and events

NHS Kansas Honor Flight

- Selected as student guardian for National Honor Flight for Vietnam War veteran
- Chair for honor flight planning

Girls Golf

- State qualifier for 2 years
- Lettered all 4 years
- Elected team captain

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Skills

- Strong writing abilities
- Interpersonal and verbal skills
- Organized and detail oriented
- Quick research and critical thinking abilities
- Experienced in IOS and PC computing platforms

Education

Kansas State University Manhattan, KS

Bachelor of Science | Expected May 2024

- Major in political science with an emphasis in pre-law
- Potential minor in mass communications and journalism
- Coursework in political science, philosophy of law, Advanced Language and Composition, Sociology, Composition I and II
- Dean's List Fall 2020
- Member of Pi Beta Phi

Wamego High School | May 2020 Wamego, Kansas

High School Diploma

- Graduated in Top 10% of Class
- Member of National Honor Society
- Graduated with 4.125 GPA
- Awarded Kansas State Honor Scholar
- Awarded High Honor Roll 6 semesters
- HCC President's Honors List for Superior Academic Achievement

Beginner Resume Example

Michelle Washington

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mwashington@email.com • 111.123.1234

Education

Wamego High School, Wamego, KS
CLASS OF 2021 (3.9 GPA)
CPR Certified

Experience

Lifeguard — Wamego, KS

-- September 2017 to Present

Work as a lifeguard at Wamego Aquatic Complex, scheduling swim lessons, managing the training of new lifeguards, and assisting with pool cleaning and maintenance

Child Care Provider — Wamego, KS

-- June 2017 to Present

Provide childcare for several families after school, on weekends, and during school vacations
Prepare meals, provide transportation, and schedule daily activities for children

Pet Sitter — Wamego, KS

-- June 2018 to June 2020

Established and ran successful pet sitting business including dog walking, feeding, and yard care
Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships

Skills

Exhibit leadership by serving as a Peer Counselor at Wamego High School
Possess excellent organizational skills by keeping statistics for the girls basketball team
Provide training for Wamego's free dental clinic volunteers
Possess proficiency in Microsoft Office & Google Drive
Utilize customer service skills by working in the concession stand at football games
Lead a group of student volunteers at the Red Cross Blood Drive

Awards & Achievements

Wamego High School Chorus State solo winner
Wamego High School Honor Roll
National Honor Society
President of Wamego High School Science Club
Multi-year winner at Wamego Regional Science Fair
MVP, Wamego High School Softball
Future Business Leaders of America winner of Website Design category at state competition

One Page or Two?

▶ Benefit of One Page

- ▶ Clean, concise, to the point
- ▶ Most don't pay attention after one
- ▶ Are you adding... just to add? What is level of experience?
- ▶ Don't cramp

▶ Benefit of Two Pages

- ▶ Considered “several years into experience”
- ▶ Only if you have valuable experience, activities, community service
- ▶ Don't cramp

The Cover Letter

- ▶ Must (MUST) follow business letter format
- ▶ Must (MUST) contain key elements: Header, Date, Salutation, Body Paragraphs, Closing
- ▶ Paragraph format matters
- ▶ Do your work on this...
 - ▶ Look at various examples
 - ▶ Who are you writing to
 - ▶ What do you want
 - ▶ How can you be helpful

Cover Letter Format

Business Header:

- ▶ Date
- ▶ Employer Name, Title, Address, Phone Number

Salutation:

- ▶ Dear (title) last name

Introduction (1st body):

- ▶ State the job you are applying for, how you heard about the job - specifically if recommended by someone employer knows

Body (2nd body):

- ▶ Explain why you are interested in the job
- ▶ Mention specific qualifications - don't restate your resume - provide specific examples and tangible details

Closing (3rd body):

- ▶ Restate how your specific skills make you a strong fit for the company
- ▶ Indicate when you are available to talk or plan to follow up
- ▶ Thank them for their time

Salutation / Complementary Close
Name

Examples:

To whom it may concern,

I recently graduated from Kansas State University earning a bachelor's degree in apparel marketing, with minors in both business and mass communications specializing in advertising. I have always wanted to find my role in the marketing and advertising industry. With my background and interest, I believe I would make a great addition to any team.

I understand the mindset of the modern consumer and understand how rapidly things change, specifically in media and how a person in the industry must stay up to date. I am a very organized person with great attention to detail and know I would be able to multitask and complete any project given to me within the deadline. With my previous job experiences, I have been fortunate with hands-on activities ranging from creating content and viewing statistics for various social media accounts, to planning a full-blown charity event at the Overland Park Convention Center. Through this internship I created, scheduled, and deployed a majority of the paid media posts and direct emails. Often going to visit their businesses to give them more information, I truly valued this one-on-one interaction. My experiences have helped me come up with creative solutions to problems I have faced. However, my strongest experience has been working at Bank of the Flint Hills and nbkc. During my many years, I have learned the fine skills of communication through many different generations as well as personalities and know the value and importance of customer satisfaction. I also have learned to look at challenges from another person's point of view to figure out the best problem-solving method.

Apart from my experience in customer service and marketing, I believe my positive disposition and solid time management skills would also be beneficial to your team. I am very proficient in the Microsoft Office applications as well as experience with Adobe Photoshop, Illustrator and InDesign. I know I have a deep understanding of the marketing and advertising industry as well as specific social media tools and capabilities. I am very self motivated and know I have what it takes to be a part of an amazing team.

Thank you for your time and consideration.

Sincerely,



Ally Lonker

Proofread

- ▶ Don't Be Lazy
- ▶ Always Double Check
 - ▶ Spelling
 - ▶ Punctuation
 - ▶ Alignment
 - ▶ Use of color
 - ▶ Font Size
 - ▶ Balance
 - ▶ Dates
 - ▶ Never, never lie or embellish

Follow Up Thank You

- ▶ Always follow up after an interview with a professional thank you note
 - ▶ Craft a professional email or an official thank you card
 - ▶ Usually the same day or day immediately following the interview
 - ▶ Thank the interviewer for his or her time
 - ▶ Remind the interviewer of something interesting or intriguing you discussed during the interview
 - ▶ Remind the interviewer how to reach out to you or to contact you for any additional information

Saving as PDF

- ▶ Once you have created your documents, always save as a PDF (File. Save As. Click on PDF)
- ▶ Never send or upload any documents as a word doc or Google doc.
- ▶ Assume interviewers computer is different and will format differently as they open
- ▶ Resumes for scholarship applications should also be saved and uploaded as PDF
- ▶ [How-to Video](#)

Saving for Senior Interview Day

- ▶ All documents need to be saved in one “running page”
- ▶ Cover Letter, Resume, Reference Page, Application
- ▶ Double check running page spacing before uploading and submitting

All SID documents as a Running Page **DUE MARCH 11th**

Email your entire document to Mrs. Lindley:

Lindleyj@usd320.com

How to Make a Multi-page PDF (running page)

- ▶ Open the **PDF** of your **Cover Letter** in **Preview**.
- ▶ Choose **File > Duplicate** and rename this copy with your **First name - Last name - SID (Joe Smith SID)**
- ▶ Choose **View > Thumbnails** to show page thumbnails in the sidebar.
- ▶ Choose **Edit > Insert > Page from File**.
- ▶ From the file dialog, select the **PDF** that you want to add, then click **Open**
- ▶ Insert your **Resume, References Page, & Job Application**
- ▶ Click **Save** (make a mental note of where you save it!)
- ▶ [How-to Video](#)