

**“What we  
hope to  
ever do  
with ease,  
we must  
learn first  
to do with  
diligence.”  
~ Samuel  
Jackson**

# How to Create a Dynamic Résumé

*Putting Passion to Work.*

## **STRIVE FOR STUDENTS**

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- ❖ Top 20 Résumé Pet Peeves
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## **STRIVE FOR STUDENTS**

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# How to use the Résumé Builder

The Résumé Builder is designed to be used by the classroom teacher to assist in teaching students to write their first Résumé , however it may also be used by students independently. The Résumé Builder offers simple easy to follow instructions, beginning first with the text below offering suggestions on the Elements of a Good Résumé. Teachers may use the text below in planning their Résumé Writing lesson plan.

## Suggestions for success:

1. Thoroughly read the text below entitled: Elements of a Good Résumé.
2. Once you have completed reading Elements of a Good Résumé, read through the Résumé Builder before you begin filling in the blank spaces.
3. Using a pencil complete the Résumé Builder, this will help you before you to organize your Résumé criteria before you create an electronic version of your resume.

NOTE: Once you have completed your Résumé Builder select a Résumé format you like and follow it by adding the information from your Résumé Builder to the appropriate areas on your resume format. After you have completed your Résumé you may send it to [resumes@striveforstudents.com](mailto:resumes@striveforstudents.com) to have it critiqued.



## How to Create a Dynamic Résumé

When you're working on your résumé, and deciding what information to use and what information not to use, keep asking this question:

*Will this help me get the job I want?*

- A. Your résumé as a Sales Tool:** *You never get a second chance to make a first impression*
  - a. For promoting yourself
  - b. Answers the question: "What I can do for you."
  - c. It's more than your history
    - i. It's your career highlights
    - ii. It's all your best accomplishments
  
- B. What employers ask when they review your résumé:**
  - a. What can this person do for me?
    - i. Your résumé should answer this question
    - ii. Don't be afraid to brag
    - iii. Highlight you!!!
  - b. Employers receive so many résumés that during the first screening process they are trying to eliminate as many résumés as possible, including your résumé!
  
- C. Start with your focus:** *Your résumé should offer focus, as well as value for the recipient*
  - a. Let them know what you're looking for
  - b. Let them know what you can do that relates to the job
  - c. Detail your experience and education
    - \* Remember: Experience is NOT about the job it 's about you, your accomplishments and your contributions
  
- D. Show me what you can do:**
  - a. Your résumé is about accomplishments not duties
  - b. Demonstrate how well you did your job/jobs
  - c. Use action verbs and adverbs (like successfully, efficiently, or effectively)
  - d. Follow all of your job duties through to a result
  - e. Show what you can do that will help their business to succeed
  
- E. Your Experience:**
  - a. Jobs
  - b. Community Service
  - c. Volunteer Work
  - d. Club and/or association work and projects
  - e. School projects

## Lesson Plan, Continued

### F. Your Education:

- a. Add relevant course work don't forget seminars and workshops you've attended
- b. Don't list High School graduation and/or grad dates

### G. What not to do on your résumé:

- a. NO PERSONAL INFO
  - i. Family
  - ii. Age
  - iii. Health

### H. Your Résumé Presentation:

- a. Proof read it
  - i. It **MUST BE PERFECT!!!**
  - ii. Use bold print for
    1. Anything about you (i.e. job titles, your degree)
    2. Your contact information at the top of your résumé
- b. Some more Tips
  - i. Use bullets
  - ii. Don't put your cell phone number (if you get a phone screening call on your cell phone you will not be prepared)
  - iii. Use your email address and make sure it is appropriate for your résumé. For example don't use something like wackedout@hotmail.com instead use something like likes2work@hotmail.com
  - iv. If you're looking for a creative job a creative résumé is alright, otherwise it is **NOT OKAY**
  - v. Don't get cute!
  - vi. Don't use templates, most employers dislike them and can tell when you've used a résumé template because it looks like all the others
  - vii. When writing job descriptions: Use past tense for past jobs and present tense for present jobs
  - viii. Use standard colors and fonts
    1. Suggested Paper: White or Ivory paper, 24 pound/bond résumé paper
    2. Suggested fonts: Times Roman or Arial — avoid cursive and fancy fonts!



Not sure what  
to add to your  
résumé?

Ask this  
question

*Will this help me  
get the job I  
want?*

If the answer  
is **YES**, add  
it, if the  
answer is  
**MAYBE** use  
it if you need  
to take up  
more space, if  
the answer is  
**NO** leave it  
out.



# Action Verbs that help you write powerful Job descriptions

## Key Points in Writing Job Descriptions:

- ❖ Write job descriptions in proper tense: Past jobs in past tense; present jobs in present tense.
- ❖ Start job descriptions with a short descriptive sentence that is results oriented.
- ❖ Following the descriptive sentence, use bullets to highlight job accomplishments.
- ❖ Describe your job duties in terms of results. Take the duty through to what you accomplished.
- ❖ Qualify and quantify ... using numbers, statistics and facts to substantiate your achievements. For example: Improved sales by 120% during first year. Won Employee of the Quarter during first six months of tenure. Accurately processed over 1200 documents per week.
- ❖ Don't be afraid to brag.
- ❖ Be honest and truthful.
- ❖ Be concise and consistent!
- ❖ Always ask: **Will this help me get the job I want?**
- ❖ Start each sentence and bullet point with an action verb or an adverb.



# Action verbs for writing job descriptions

## ADVERTISING

Accounted for  
Convinced  
Generated  
Improved  
Influenced  
Launched  
Marketed  
Persuaded  
Promoted  
Recommended  
Represented  
Secured  
Sold

## COMMUNICATIONS

Approved  
Counseled  
Demonstrated  
Disseminated  
Edited  
Facilitated  
Instructed  
Interviewed  
Moderated  
Participated  
Presented  
Presided  
Served as  
Wrote

## CREATIVITY

Arranged  
Conceived  
Created  
Designed  
Developed  
Devised  
Enabled

Enhanced  
Formulated  
Innovated  
Invented  
Originated  
Packaged  
Refined  
Reshaped  
Resolved  
Solved  
Structured

## MANAGEMENT

Administered  
Attained  
Conducted  
Contracted  
Controlled  
Coordinated  
Directed  
Enacted  
Established  
Exceeded  
Executed  
Expanded  
Headed  
Implemented  
Incorporated  
Initiated  
Instituted  
Maintained  
Managed  
Masterminded  
Obtained  
Organized  
Performed  
Produced  
Reduced  
Repositioned

Retained  
Revised  
Strengthened  
Supervised  
Trimmed  
Undertook

## NEGOTIATIONS

Assured  
Closed  
Determined  
Evaluated  
Investigated  
Mediated  
Negotiated  
Proposed  
Sorted

## RESEARCH

Automated  
Classified  
Determined  
Developed  
Differentiated  
Equated  
Experimented  
Investigated  
Related  
Searched  
Solved  
Synthesized  
Theorized

## RESOURCEFUL

Accomplished  
Awarded  
Corrected  
Diverted  
Eliminated

Identified  
Improved  
Pioneered  
Rectified  
Solved  
Strengthened  
Surpassed

## TECHNICAL

Analyzed  
Arranged  
Budgeted  
Catalogued  
Compared  
Compiled  
Completed  
Computed  
Decreased  
Distributed  
Enlarged  
Examined  
Expanded  
Generated  
Improvised  
Increased  
Indexed  
Leveraged  
Redesigned  
Reengineered  
Reorganized  
Restructured  
Reviewed  
Revised  
Scheduled  
Single-handedly...  
Synthesized  
Systematized  
Verified

*When writing job descriptions use past tense for past jobs and present tense for present jobs.*

**Three things to remember about your Résumé:**

- 1. It is a marketing tool, the first thing a potential employer will see from you and it must be PERFECT.**
- 2. Employers generally only spend 20 seconds reviewing your résumés so make yours POP!**
- 3. When adding content to your Résumé—ALWAYS ASK: “Will this help me get the job I want?” If it won’t—don’t add it to your Résumé.**

# Your Résumé Builder

## Résumé Doctor’s Pet Peeves

Listed below are the Top 20 Resume "Pet Peeves", starting with the biggest problems. More detailed insight to each problem can be found at: <http://www.resumedoctor.com/ResourceCenter.htm>

1. Spelling errors, typos and poor grammar
2. Too duty oriented - reads like a job description and fails to explain what the job seeker's accomplishments were and how they did so
3. Missing Dates or inaccurate dates
4. Missing Contact Info, inaccurate, or unprofessional email addresses
5. Poor formatting - boxes, templates, tables, use of header and footers, etc
6. Functional resumes as opposed to chronological resumes
7. Long Resumes - over 2 pages
8. Long, dense paragraphs - no bullet-points
9. Unqualified candidates - candidates who apply to jobs they are unqualified for
10. Personal info not relevant to the job
11. Missing Employer Info and/or not telling what industry or product candidate worked in
12. Lying, Misleading, especially in terms of education, dates and inflated titles
13. Objectives or meaningless introductions
14. Poor font choice or style
15. Resumes sent in .pdf, .zip files, faxed, web page resumes, mailed resumes; not sent as a WORD attachment
16. Pictures, graphics or URL links that no recruiter will call up easy-to-follow summary
17. Resumes written in 1st or 3rd Person
18. Gaps in employment
19. Inappropriate email address
20. Burying important info in the resume



## HEADING AND CONTACT INFORMATION

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

## CAREER HIGHLIGHTS

*In the space provided below detail your best assets that relate to the job for which you are applying.*

- |                              |                                                  |
|------------------------------|--------------------------------------------------|
| ◇ List your best asset first | ◇ Use bulleted format-prefered by most employers |
| ◇ _____                      | ◇ _____                                          |
| ◇ _____                      | ◇ _____                                          |
| ◇ _____                      | ◇ _____                                          |
| ◇ _____                      | ◇ _____                                          |

***NOTE; The next heading is going to be either your EDUCATION or your EXPERIENCE, the rule-of-thumb here is to list the one that offers the most job related experience. For example if you have no actual work experience but have educational training in an area that relates to the job you are applying for, you would list EDUCATION before EXPERIENCE. If on the other hand, you have experience in the job area you are applying for then you should definitely list EXPERIENCE first.***

## EDUCATION

*In the space below you will highlight only the education that will help you get the job for which you are applying. NOTE: Do not list HIGH SCHOOL, OR HS GRADUATION DATE. However, if you have taken any type of additional training or attended a college, list the course work and/or the degree you acquired.*

Name of School: \_\_\_\_\_

Course of study and/or degree: \_\_\_\_\_

Date of graduation: \_\_\_\_\_ GPA (only if 3.0 or higher): \_\_\_\_\_

*NOTE: You should repeat the above for as many colleges as you have attended. AVOID listing too many schools or additional training workshops/seminars that do not pertain to the job for which you are applying*



## EDUCATION Continued...

Name of School/College/University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of study and/or degree: \_\_\_\_\_

Date of graduation: \_\_\_\_\_ GPA (only if 3.0 or higher): \_\_\_\_\_

### Additional Coursework

*List your additional coursework in chronological order, avoid listing coursework that won't help you get the job.*

◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_

**NOTE: EXPERIENCE includes, Jobs, Community Service, Volunteer Work, Club and/or Association Work and Projects and School Projects. On dates of employment make sure you list the month and year you started the job and the month and year you left the job. Job Description/NOTE: Remember to take your job duties through to a result. This will show potential employers what you can do for them. Use a bulleted format, which is easier to read. Employers take an average of 20-60 seconds to read/scan a résumé so make sure yours is easy to read quickly!**

## EXPERIENCE

*In the space provided below list all of your experience in chronological order from most recent back.*

Name of employer: \_\_\_\_\_ City/State: \_\_\_\_\_

Your job title (use pronoun): \_\_\_\_\_ Dates of employment: \_\_\_\_\_

◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_

Name of employer: \_\_\_\_\_ City/State: \_\_\_\_\_

Your job title (use pronoun): \_\_\_\_\_ Dates of employment: \_\_\_\_\_

◇ \_\_\_\_\_ ◇ \_\_\_\_\_

## EXPERIENCE continued...

*In the space provided below list all of your experience in chronological order from most recent back.*

Name of employer: \_\_\_\_\_ City/State: \_\_\_\_\_

Your job title (use pronoun): \_\_\_\_\_ Dates of employment: \_\_\_\_\_

◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_

Name of employer: \_\_\_\_\_ City/State: \_\_\_\_\_

Your job title (use pronoun): \_\_\_\_\_ Dates of employment: \_\_\_\_\_

◇ \_\_\_\_\_ ◇ \_\_\_\_\_

***NOTE: This is not the time to brag about belonging to the National Rifle Association or some other potentially controversial organization. Keep your professional affiliations relevant to the job for which you are applying. AVOID: Politics, religion, or controversial topics. IF IN DOUBT...LEAVE IT OUT.***

## PROFESSIONAL ASSOCIATIONS

*In the space provided below list any club or volunteer activities that will help you get the job for which you are applying. List these in order of importance and/or relevance to the job.*

◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_  
◇ \_\_\_\_\_ ◇ \_\_\_\_\_