

THE CAREER MONTHLY

SEPTEMBER 2019

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OPENING

Welcome to the monthly issue of “Career Monthly,” brought to you by Kent State Trumbull’s Office of Career Services. The newsletter will keep you up-to-date with office happenings as well as provide resources and tools to help guide you through your career development journey! Do not hesitate to reach out to the Coordinator of Career Planning for any career related assistance or stop by her office, located in

the Student Services Building, Room 143. Tune back in every first week of the month for a new issue of “Career Monthly.”



IMPORTANTANCE OF A RESUME

“A resume is a written compilation of your education, work experience, credentials and accomplishments.” Many jobs and positions will request a resume when completing the application process.

Why is a resume important?

- ◆ Attracts employers and recruiters
- ◆ Tells employer about you
- ◆ Sells your skills, accomplishments and qualifications
- ◆ Shows if you may be a match for the position
- ◆ Helps to get a job interview

“Persistence. Perfection. Patience. Power. Prioritize your passion. It keeps you sane.”

- Criss Jami



RESUME INGREDIENTS

Identification/Heading

- ◆ Insert your complete name in a larger font size (i.e. Times New Roman 13 - 15 pt. font)
- ◆ Identify your phone number including area code
- ◆ E-mail address

Objective or Summary

- ◆ An **objective** is used to describe your career goals to an employer and should tell the reader what type of position you are seeking as well as the field/industry of interest.
- ◆ Do not be overly wordy or too limited in your focus.
- ◆ If you want to target different positions or industries, you may need to develop a different resume targeted to each area.
- ◆ A **summary** is generally used by a student or alumnus who has had several years of full-time professional work experience. A summary briefly highlights your achievements and matches them with your career goals. A summary should contain three to five well-written, strong sentences and may include academic background, area of expertise, examples of leadership, or personal strengths.

Education

College Education

- ◆ List your most recent degree first (as recorded on diploma), followed by month and year of graduation.
- ◆ Do not include "anticipated" or "expected" with your graduation date.
- ◆ Include name of institution where you received your degree. On same line, include city and state.
- ◆ Display your major (s), minor (s), or areas of emphasis, concentration, etc.
- ◆ Insert GPA if it is 3.0 or above -- it is not beneficial to list your GPA if it is below 3.0. (optional)
- ◆ Indicate significant coursework or certifications; coursework is most relevant for internship candidates.

High School Education

- ◆ May be included if applicable to your career objective or if you were not involved in college activities and want to list honors, leadership, and activities from your high school experience.
- ◆ List high school diploma, followed by the month and year of graduation (in examples xx is used for date).
- ◆ Include the name and location of the high school.
- ◆ Insert class rank, GPA, or class honors, i.e., valedictorian.

Special Skills (optional)

- ◆ Emphasize special skills, including the level of proficiency.

“The only way to do great work is to love what you do. If you haven’t found it, keep looking. Don’t settle.”

- Steve Jobs

Did You Know?

M&M’s stand for “Mars & Murrie,” the last names of the candy’s founders!



Work/Internship Experience

- ◆ List the title of the position, name of the organization, location (city and state) and the period of time position was held.
- ◆ Begin with most recent experience first. Make sure to be consistent in use of months, semesters, etc.
- ◆ Describe experience with bullet points, using past tense action verbs.
- ◆ All work experience may be included under this heading or experiences can be divided up to support career objective. Examples included: Related Work Experience, Volunteer Experience, Other Experiences, etc.

Leadership Experience

- ◆ List the title of the position, name of the organization, location (city and state) and the period of time position was held.
- ◆ Describe experience using past tense action verbs.

Honors/Awards and Activities *(optional)*

- ◆ List the activities you were involved in and/or honors and awards you received in college.
- ◆ If the activity is not self-explanatory, you might need to clarify if you have enough space.

Interests *(optional)*

- ◆ List the interests that will show employers you are a well-rounded individual or that support your career objective. For example, hobbies, travel, intellectual activities, or special interests.
- ◆ List up to six, maximum.

References *(separate from Resume)*

- ◆ References are familiar with your academic achievements, leadership and professional skills, work ethic, personal character, etc. Seek prior approval from references (~3).
- ◆ List references on a separate page with references' name, job title, phone number and email address.

KENT STATE RESUME RESOURCES:

<https://www.kent.edu/career/resumes-letters>

Includes:

- * Chronological resumes
- * Functional resume
- * Find a style of resume that best fits you and the type of position you are seeking!

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

WHAT'S UPCOMING?

September 18 : Career Trivia
October 21-24: Career Week!