

**OCEAN
DISCOVERY
INSTITUTE**
young lives transformed through science

RESUME WORKSHOP

Career Access Mentor Program

TODAY'S GOAL

To set participants up to create a reusable resume that effectively communicates participant's value added and can be customized to specific job opportunities.

AGENDA

- Resume 101
- Resume Revamp
- Evaluations
- Next Steps

RESUME 101

K-W-L

KNOW...

- Good to have different variations based on the job type
- Most recent experience on the top
- Personal information (name, phone number, address)
- Keep resume up-to-date
- Add months to how long you worked somewhere
- Add skills that are **relevant** to the work you are applying to

WANT TO KNOW...

- How to write about what you do at a job? (to be engaging)
- What would make my resume easier/more interesting to read?
- How do I stand out on a resume?

THE BASICS

- Resumes are ALWAYS **customized** to the opportunity you are applying for.
- Each time you prepare a new resume, start with the **position description** and ask yourself, “what kind of person (character and skills) is this opportunity seeking?”
- Your experience bullet points should begin with a **strong action word** that describes a skill you have.
 - Take action words from the position description.
- Focus on the **impact** you made in your experience sections.
 - Use quantitative evidence whenever possible.
- Most **relevant/important** sections at the top.
- **Formatting** is key; resume should demonstrate consistency and be easy to read.
 - Headings, bolding, italics, underlining, periods
- Experiences should be listed in **reverse chronological** order (traditional resumes)
- Include any **trainings** your received or any **special programs** you use, especially if you received a certificate of completion.
- Keep it **concise**, usually one page (unless otherwise advised).

ACTIVITY

How does your current resume stack up?

- Assess your current resume and determine what it does well and where it could use improvement.
- Be ready to share your assessment with the group.

RESUME TIPS

- Have a master resume that you are continually adding to, and customize the master to specific opportunities by omitting irrelevant bullet points.
 - Keep only the experiences and descriptions that are relevant to the job description.
- Determine which resume “template” best fits your situation
 - If limited in work experience, consider including relevant coursework.
 - Objective vs. Summary statements
 - Decide if appropriate to add a “skills table”
- Submit resumes as a PDF (as opposed to an editable document)

RESUME VS. LINKEDIN

Discussion: Why is it important to have both?

- What do you include on your resume?
- What do you include on your LinkedIn profile?
- How are they different?
- What purpose does each serve?

QUESTIONS?

RESOURCES

- Career Access Portal
 - Resume templates
 - Career guides (Career Center)
 - Writing lab
- Peer reviews
- Professional reviews

RESUME REVAMP



ADDING YOUR OCEAN DISCOVERY EXPERIENCE TO YOUR RESUME

Using the provided job announcement, or one that you are currently considering, create bullet points from your Ocean Discovery experience that are relevant to the position description.

WRAP UP

K-W-L

LEARNED...

- Add workshops and certificates to the resume
- Add lots of action verbs
- Keep a master resume
- Cater resume to the company you're applying for

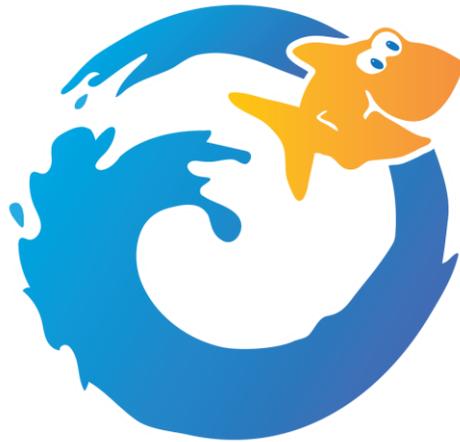


EVALUATION

Also complete February CAMP II survey if not yet submitted.

NEXT STEPS

- Sign-up for Challenge-By-Choice
 - Professional resume reviews
- Next Workshop: Cover Letters
 - Tuesday, March 30 @ 2-4pm
 - Prep work: update resume to be ready for a peer review



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THANK YOU.

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