



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

RESUME PD

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...

WANT TO KNOW...

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)

RESOURCES

- Career Access Portal
 - Resume templates
 - Career guides (Career Center)
 - Resume examples and verb lists
 - Writing lab
 - Resume and CV workshops
- Peer reviews
- Professional reviews

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?

RESUME REVAMP



ADDING YOUR OCEAN DISCOVERY EXPERIENCE TO YOUR RESUME

Using a job announcement of a current opening in your intended field, create bullet points from your Ocean Discovery experience that are relevant to the position description.

WRAP UP

K-W-L

LEARNED...



NEXT STEPS

- **Challenge-of-the-Month**
 - Prepare for professional resume and cover letter reviews
- **Next Workshop: Cover Letters**
 - Wednesday, April 10, 2024 @ 10:00am-12:00pm
 - Prep work: update resume to be ready for a peer review
- **ESA Job Shadow**
 - Wednesday, April 17, 2024 @ 9:00am-2:30pm



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THANK YOU.

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