Job-Ready Resumes

Kristi Vanderhoof, Career Center Coordinator

kvanderhoof@laspositascollege.edu

www.laspositascollege.edu/careercenter

Housekeeping

- I will email materials to you afterwards.

- This is an interactive workshop: please stay focused and ask questions

- If there is time, at the end of this workshop, we will have a Kahoot game to see what you learned.

About Me

- Career Center Coordinator

- Work Experience Instructor at LPC, have taught WORKX 94 and 95

- Volunteer at Jails to Jobs, former career advisor at Fresno State

- Former English and English as a Second Language Professor at LPC

About You

- Major?

- What type of work are you seeking?

Poll

On average, How much time do you think a recruiter spends reading a resume?

a) 2 minutes

b) 1 minute

c) 30 seconds

d) 6 seconds

What do they pay attention to?

On average, recruiters spend 6 seconds reviewing a resume in their initial fit/no fit screen. Recruiters spent most of their time skimming for:

- Name
- Job titles and companies
- Start and end dates (experience level)
- Education
- Particular skills and keywords

Step 1: Select a Good Template

- Check out [Hiration](#) – free AI-Powered Resume Builder

- Use our [Google Doc or Word samples](#)

- Templates to avoid:

  - Avoid personal photos

  - Avoid 2-column resumes if you will be uploading to an applicant tracking system (ATS)

  - Avoid templates with a lot of white space (you need space to brag!)

  - Choose a visually pleasing design if you will be emailing or handing your resume to someone

  - Use a template that you can edit without paying money to change your resume

Which Template Would You Choose?

OLIVIA WILSON
hello@reallygreatsite.com | 123-456-7890 | 123 Anywhere St., Any City
www.reallygreatsite.com

SUMMARY
Detail-oriented administrative professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

WORK EXPERIENCE

Administrative Assistant, Arowwai Industries — Oct 2023 - Present
- Managed executive calendars, schedule meetings, and coordinate travel arrangements.
- Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
- Assisted in organizing company events, ensuring seamless execution.

Office Coordinator, Borcelle — Jan 2022 - Sept 2023
- Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
- Acted as a liaison between departments, fostering effective communication and collaboration.
- Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.

Internship, Salford & Co Corporation — Apr 2021 - Dec 2021
- Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
- Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.

EDUCATION

Bachelor of Business Administration — Jan 2019 - Feb 2021
University of Business Excellence
- Major in International Business.
- Final CGPA: 3.90

Foundation in Business Administration — Jan 2018 - Dec 2018
Borcelle University
- Final CGPA: 3.80

KEY SKILLS
- Office Suite software.
- Data entry.
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English and Mandarin.

Estelle Darcy
Graphic Designer

☎ +123-456-7890
✉ hello@reallygreatsite.com
📍 123 Anywhere St., Any City, ST 12345

About Me
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent commodo lectus odio, ut fermentum purus pharetra in. Vestibulum finibus, nibh non iaculis tempus, nisl mauris hendrerit mauris, vitae congue ipsum eros eu nibh. Morbi faucibus id purus et porttitor. Fusce pretium luctus ante tincidunt venenatis.

Language

English

Japanese

Skills
- Graphic Design
- Illustration
- Photography
- Art Direction

Education

2015-2018 | Fine Art
Wardiere University

2018-2021 | Photography
Rimberio School

Work Experience

2016-2017 | Graphic Designer
Studio Shodwe

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent commodo lectus odio, ut fermentum purus pharetra in. Vestibulum finibus, nibh non iaculis tempus, nisl mauris hendrerit mauris, vitae congue.

2017-2023 | Art Direction
Thynk Unlimited

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent commodo lectus odio, ut fermentum purus pharetra in. Vestibulum finibus, nibh non iaculis tempus, nisl mauris hendrerit mauris, vitae congue.

JACQUELINE THOMPSON
123 Anywhere St., Any City • 123-456-7890 • hello@reallygreatsite.com
www.reallygreatsite.com

SUMMARY
Results-oriented Engineering Executive with a proven track record of optimizing project outcomes. Skilled in strategic project management and team leadership. Seeking a challenging executive role to leverage technical expertise and drive engineering excellence.

WORK EXPERIENCE

Engineering Executive , Borcelle Technologies — Jan 2023 - Present
- Implemented cost-effective solutions, resulting in a 20% reduction in project expenses.
- Streamlined project workflows, enhancing overall efficiency by 25%.
- Led a team in successfully delivering a complex engineering project on time and within allocated budget.

Project Engineer, Salford & Co — Mar 2021 - Dec 2022
- Managed project timelines, reducing delivery times by 30%.
- Spearheaded the adoption of cutting-edge engineering software, improving project accuracy by 15%.
- Collaborated with cross-functional teams, enhancing project success rates by 10%.

Graduate Engineer, Arowwai Industries — Feb 2020 - Jan 2021
- Coordinated project tasks, ensuring adherence to engineering standards and regulations.
- Conducted comprehensive project analyses, identifying and rectifying discrepancies in engineering designs.

EDUCATION

Master of Science in Mechanical Engineering — Sep 2019 - Oct 2020
University of Engineering and Technology
- Specialization in Advanced Manufacturing.
- Thesis on "Innovations in Sustainable Engineering Practices".

Bachelor of Science in Civil Engineering — Aug 2015 - Aug 2019
City College of Engineering
- Relevant coursework in Structural Design and Project Management.

ADDITIONAL INFORMATION
- **Technical Skills**: Project Management, Structural Analysis, Robotics and Automation, CAD
- **Languages**: English, Malay, German
- **Certifications**: Professional Engineer (PE) License, Project Management Professional (PMP)
- **Awards/Activities**: Received the "Engineering Excellence" Award for outstanding contributions to project innovation, Borcelle Technologies

Sections of a resume

- Contact information

- Headline

- Summary

- Skills

- Education

- Experience

- Extracurricular activities/ Community involvement

- Awards/Honors

Contact information

- First and last name – larger font (14 pt., 16 pt.)

- Phone number (working, professional voicemail)

- Optional: City, state, zip code (no street address)

- Professional e-mail address (containing your name, no nicknames)

- Optional: LinkedIn URL

Jordan Technician
Livermore, CA 94551
(510) 123-4567
Jordan.Technician5678@amil.com

Harmony Hawk
Customer Service | Office Assistant
Livermore, CA 94551 | (925) 423-1234 | harmony.hawk0001@gmail.com

Headline

- Use a more narrow headline when applying for a specific job:
  - Engineering Technology Intern
  - Customer Service Representative
- Can use a broader headline for a job fair, general networking, your LinkedIn profile:
  - Engineering Technician, Mechanical Technician, CNC Machinist
  - Customer Service, Retail Sales Associate

Harmony Hawk

Customer Service | Office Assistant

Livermore, CA 94551 | (925) 423-1234 | harmony.hawk0001@gmail.com

Jordan Technician

Livermore, CA 94551
(510) 123-4567
Jordan.Technician5678@amil.com

Summary

- Summary puts the important information at top of resume
- Between 3 and 6 sentences, or 20-50 words
- Use some key words from the job posting
- Include years of experience, accomplishments, strengths, skills
- Does not need to be complete sentences

Professional Summary

United States Air Force veteran and Engineering Technology student with experience solving complex problems, interacting with a diverse team, and the ability to work well under pressure and with limited time and resources. Recognized for strong work ethic and leadership skills.

Other Summary Sample

Computer Science Student

An innovative Computer Science major with 2 years' experience in data analysis. Special abilities in both programming and project coordination. A persistent and diligent person who makes results-driven decisions by contributing to innovative projects in computer vision and data analytics.

Summary Template:

A/an *(adjective) (noun)* with experience in the *(functional knowledge /Industry)*. Key functions/ strengths/ responsibilities include *(skill), (skill),* and *(skill).* A *(adjective)* and *(adjective)* person who *(verb)* and *(verb).*

Skills

- List 9-12 key skills you have that are most relevant to the job that you are applying for

- Use short phrases (2-3 words)

- Visual center of the resume

- Use key words from the job post whenever possible

Highlighted Skills

SolidWorks, LTSpice	AutoCAD	Troubleshooting
Google Drive, MS Office	Soldering, wiring	Bilingual (Spanish/English)
Interpersonal Communication	Ability to lift 50 lbs.	Lathe, mill, CNC machining

SKILLS

Customer Service	Time Management
Bilingual (English/ Farsi)	Canva
Microsoft Word, PowerPoint	Adobe Illustrator
Google Docs, Slides, Sheets	Social Media: Instagram, Tik Tok

Which skills to emphasize

Emphasize hard skills more than soft skills

- Hard Skills: technical skills, typing speed, software programs you can use, language skills, industry-related skills

- Soft Skills (more difficult to measure): interpersonal skills, customer service, team work, punctuality, work ethic, etc.

Name 2 soft skills in the sample skills section below:

SKILLS

Customer Service

Bilingual (English/ Farsi)

Microsoft Word, PowerPoint

Google Docs, Slides, Sheets

Time Management

Canva

Adobe Illustrator

Social Media: Instagram, Tik Tok

Raise Your Hand if You…

- Can speak a second or third language

- Are proficient in Microsoft Office software (Word, Excel, PowerPoint)

- Can use Google Drive

- Are good at public speaking

- Can make mathematical calculations and measurements

- **Remember---** you don't need to be an expert in order to put a skill on your resume!

Tailoring your resume

Highlight key words and qualifications in the job posting

Job Description

We have an opening for an **Electronics Technologist for DoDT** to fabricate, test, troubleshoot, evaluate, and maintain experimental, research, and prototype equipment associated with electronic and control systems for Department of Defense Technologies (DoDT) in the National Ignition Facility and Photon Science Directorate (NIF & PS). This position is in the Laser Systems Engineering and Operations (LSEO) Division, within the Engineering Directorate.

Qualifications

- Ability to obtain and maintain a U.S. DOE Q-level security clearance which requires U.S. citizenship.
- Associate degree in an engineering technology such as electronics, photonics, or equivalent combination of education and related experience.
- Experience in electronic troubleshooting using common diagnostic hardware.
- Advanced knowledge of engineering hardware testing processes.
- Experience with complex electronic assembly; including soldering, wiring, troubleshooting, installation, and maintenance.

Resume uses key words from job description

Qualifications

- Ability to obtain and maintain a U.S. DOE Q-level security clearance which requires U.S. citizenship.
- Associate degree in an engineering technology such as electronics, photonics, or equivalent combination of education and related experience.
- Experience in electronic troubleshooting using common diagnostic hardware.
- Advanced knowledge of engineering hardware testing processes.
- Experience with complex electronic assembly; including soldering, wiring, troubleshooting, installation, and maintenance.

Electronics Technologist · US Citizen

Professional Summary

United States Air Force veteran and Engineering Technology student with 2+ years experience in electronic troubleshooting and complex electronic assembly. Interact well with a diverse team, work well under pressure and with limited time and resources. Recognized for strong work ethic and leadership skills.

Highlighted Skills

SolidWorks, LTSpice	AutoCAD	Electronic installation
Google Drive, MS Office	Soldering, wiring	Bilingual (Spanish/English)
Interpersonal Communication	Ability to lift 50 lbs.	Engineering hardware testing

Before and after tailoring

Jordan Technician

Livermore, CA 94551
(510) 123-4567
Jordan.Technician5678@amil.com

Engineering Technology Intern · Mechanical Technician

Professional Summary

United States Air Force veteran and Engineering Technology student with experience solving complete problems, interacting with a diverse team, and the ability to work well under pressure and with limited time and resources. Recognized for strong work ethic and leadership skills.

Highlighted Skills

SolidWorks, LTSpice	AutoCAD	Troublesho
Google Drive, MS Office	Soldering, wiring	Bilingual (S
Interpersonal Communication	Ability to lift 50 lbs.	Lathe, mill,

Use AI, but Don't Lie!

Make sure your resume

Represents YOU!

Jordan Technician

Livermore, CA 94551
(510) 123-4567
Jordan.Technician5678@amil.com

Electronics Technologist · US Citizen

Professional Summary

United States Air Force veteran and Engineering Technology student with 2+ years experience in electronic troubleshooting and complex electronic assembly. Interact well with a diverse team, work well under pressure and with limited time and resources. Recognized for strong work ethic and leadership skills.

Highlighted Skills

SolidWorks, LTSpice	AutoCAD	Electronic installation
Google Drive, MS Office	Soldering, wiring	Bilingual (Spanish/English)
Interpersonal Communication	Ability to lift 50 lbs.	Engineering hardware testing

Education

- Put Education before Experience when your education is recent and you have more education than work experience related to your target job

- College degree completed:

  Associate of Science in Engineering Technology, May 2025

  Las Positas College

  3.8 GPA

- Include GPA if it's 3.0 or higher

- Can remove date of college degree once it's more than 5 years old

- Optional: add relevant coursework if your area of study relates to the job you are applying for. Use course titles and not numbers.

College education in progress

Associate of Science in Computer Science, expected May 2027

Las Positas College, Livermore, CA

3.8 GPA

Went to college but did not complete

Biology Major, completed 53 credits

University of California, Santa Cruz

- It's optional to add the number of credits completed

High school education

- No need to include high school education now that you are in college (they can assume you have a high school diploma if you are in college)

- However if you are a recent high school graduate, you could include it:

    High School Diploma, June 2025

    Granada High School, Livermore, CA

Projects section (optional)

- Optional: Below the Education section, list and describe special projects you worked on as part of your degree/coursework, or on your own.

- Do this if you have little or no work experience in the field but you have practical experience using relevant skills.

Special Projects

- Solar Oven, Electrical Engineering Course, May 2025
  - Built a solar-powered oven that baked 24 chocolate chip cookies

Experience

- Include up to 15 years of experience

- List jobs in reverse chronological order (most recent first)

- Include jobs, internships, perhaps relevant volunteer work

- Fill employment gaps of more than 6 months

- Veterans: use these websites to help you find civilian terms for military job titles:

  - https://www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx

  - https://www.military.com/veteran-jobs/skills-translator

For each job/position, include…

- List each Job Title, Company Name (or company then job title), City and State, and Dates of Employment for each position (Month/Year)

- List 2-7 achievements in bullet points in Accomplishment Statement format if possible. No more than 2 lines long.

- Start each bullet point with an action verb

- Use past tense for past jobs and present tense for present positions

- Load it with the **KEY WORDS**

- Use numbers to showcase your accomplishments, whenever possible

- Focus not just on what you did in your job, but on how well you performed, and what the positive results of your work were

ACCOMPLISHMENT STATEMENTS

Weak Bullet:

- Assembled electrical components

Better Bullet:

- Connected and soldered electrical cables and wires according to project blueprints

Best Bullet:

- Connected and soldered _____ (#) electrical cables and wires per hour, according to project blueprints

More ideas for accomplishments

- How much did you do? How many people did you help?
  - Maintained inventory of 250+ shoe models
- How quickly did you finish your work?
  - Processed 20 invoices per week
- Use percentages
  - Achieved 95% customer satisfaction rate in exit surveys
  - Achieved 100% of sales targets
- Mention how you used specific skills
  - Created GoogleForm to survey students about their social media usage
  - Used Excel to track students' grades and course progress

Extracurricular Activities section

- Sports
- Clubs
- Other volunteer work
- Mention any leadership positions held
- Can use bullet points to showcase your accomplishments, skills used
- Consider risk of including political or faith-based volunteer work

Awards/ Honors

- List any awards, honors, scholarships received that have not already been listed on the resume

- Include name of award, who gave you the award, when you received it

- Can include scholarships awarded

- If you have a lot of awards, consider which are most important

Sections of a resume

- Contact information
- Headline
- Summary
- Skills
- Education
- Projects (optional)
- Experience
- Extracurricular activities/ Community Involvement (optional)
- Awards/Honors (optional)

Things not to put on a resume

- Your photograph or date of birth
- Your street address – city, state, and zip code is okay
- An Objective statement. Use a Headline and Summary instead.
- "References available upon request"
- Fancy borders or fonts

General resume tips

- Keep it to 1 page if you are new to the field; 2 pages if you have 10-15 years of experience; Resumes for scholarships or college applications could be longer

- Use numerals (1,2,3,4) rather than words (one, two, three, four) for numbers

- Keep margins to 1 inch or 0.75 inches wide on all sides

- Keep formatting consistent

- Use a sans serif font (Arial, Calibri) instead of a serif font (Times New Roman)

- Font size should never be smaller than 11 point

- 2-column resumes are sometimes hard to read

Other reminders

- Your resume is a living document. Keep adding new accomplishments, skills, and experiences to it, even while currently working

- Tailor your resume when applying for a specific job. Use key words from the job description.

- Your resume is your first impression

  - Edit! No typos, grammar, or spelling mistakes. No slang. Have someone else review it before you submit it.

- Resume format: email as a PDF

- Use a consistent file name to save resumes:

  - Technician_Jordan, LLNL internship resume, 10.15.2024

Next steps

- Use Resume Templates or Resume Builders on the Resume Resources page. Use resume samples and the action verbs list to help you. Ask someone to provide you with feedback on it.

- Upload your resume to Handshake, the Las Positas College Internship and Job Board.

- Caution: Avoid online resume builders that cost money or don't generate an editable document

Additional resources

- [UC Davis Internship and Career Center](#)

- [UC Berkeley Career Center](#)

- [Tri-Valley Career Center](#)

Questions?

My contact info:

Kristi Vanderhoof

kvanderhoof@laspositascollege.edu

925-424-1424