



# HOW TO BUILD A WINNING RESUME

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# HOUSEKEEPING

- Please fill out the [Google Form](#) in the chat to sign in. 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

- How many years at LPC?
- How many years of work experience?
- How many veterans?
- How many seeking full-time work? Part-time work?
- How many seeking internships?

# 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

# SECTIONS OF A RESUME

- Contact information
- Headline
- Summary
- Skills
- Education
- Experience
- Extracurricular activities/ Community involvement
- Awards/Honors

# CONTACT INFORMATION

## **Jordan Technician**

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

- 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

## **Luke Skywalker**

Sacred Island, Ahchto | (510) 123-4567  
Luke.Skywalker@jedimail.com | LinkedIn.com/in/Skywalker

# HEADLINE

**Engineering Technology Intern · Mechanical Technician**

**Jedi Master | Spiritual Director | Levitation Instructor**

- 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

# SUMMARY

## 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.

- Summary puts the critical information at the top of the page in a prominent position
- Between 3 and 6 sentences, or 20-50 words
- Use some key words from the job posting
- Include accomplishments, strengths, skills
- Does not need to be complete sentences

## Professional Summary

An intuitive warrior with experience leading cross-functional teams to fight the forces of evil. Key strengths in levitation, mind control, and light-sabre wielding. Special abilities in both mentorship and military strategy. A persistent, loyal, and charismatic person who purposefully leads and trains fellow warriors.

# OTHER SUMMARY SAMPLE

## Accounting Assistant

A bilingual accounting student with experience in tax preparation. Key strengths include accuracy, attention to detail and the ability to meet tight deadlines. A considerate and thoughtful person who maximizes resources and develops efficient processes.

### 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  
Google Drive, MS Office  
Interpersonal Communication

AutoCAD  
Soldering, wiring  
Ability to lift 50 lbs.

Troubleshooting  
Bilingual (Spanish/English)  
Lathe, mill, CNC machining

# WHICH SKILLS TO EMPHASIZE

Emphasize hard skills more than soft skills

- Hard Skills: typing speed, software programs you can use, language skills, industry-related skills
- Soft Skills (more difficult to prove): interpersonal skills, customer service, team work, punctuality, work ethic, etc.

Name 2 soft skills in the sample skills section below:

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

# RAISE YOUR HAND IF YOU...

- Can speak a second or third language
- Are proficient in Microsoft Office software (Word, Excel, PowerPoint)
- Work well in teams
- Can read blueprints
- Are good at solving problems
- Can make mathematical calculations and measurements
- Are good at public speaking
- Know how to use Canva
- Can use social media for promoting events, goods, or services

# 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 2020
  - 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 Social Science, in progress, expected June 2021

Las Positas College, Livermore, CA

3.8 GPA

## Education/Training

Associate of Science in Engineering Technology, expected May 2022

### **Las Positas College**

Relevant coursework: MIG and TIG Welding, Machining, Engineering Design Graphics (Solidworks), Intro to Electrical Systems (LTspice), Descriptive Physics

Expeditionary and Emergency Services Certification, May 2017

### **US Air Force Institute of Technology**

# 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)

# 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, May 2020**, Built a solar-powered oven that baked 24 chocolate chip cookies
- **Robot Project, December 2020**, Designed a robotic teddy bear that hugs COVID patients

# EXPERIENCE

## Experience

### **Student Assistant**

**August 2019 – present**

Veterans First Program, Las Positas College, Livermore, CA

- Create flyers in Canva and assist with marketing virtual and on campus events
- Enter data from over 500 surveys into Excel spreadsheets

### **Manager**

**June 2018 – August 2019**

Securitas, Castro Valley, CA

- Supervise team of 10 employees, including hiring, onboarding, and employee retention

### **Security Specialist**

**January 2014 – December 2017**

US Air Force, Travis Airforce Base, CA

- Guarded launch facilities, security installations and personnel
- Protected high-valued assets during transport
- Deployed to bases overseas to guard security installations and personnel

- 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: translate job title into civilian terms
  - <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**, in the same verb format
- 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



What was the situation?

What did you do?

What was the result?

## Weak Bullet:

- Checked patients in

## Better Bullet:

- Efficiently checked patients in and processed copayments

## Best Bullet:

- Efficiently checked in 100+ patients per day, and processed copayments

# 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
- Consider risk of including political or faith-based volunteer work

## Extracurricular Activities

### **President**

Maker Club at Las Positas College, Livermore, CA

- Designed and planned events to engage students in product design and implementation

**August 2021 – present**

**Soccer Team**, Las Positas College

**October 2015 – March 2017**

# AWARDS/HONORS

- List any awards, honors 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

## **Awards**

- Medal of Honor, United States Congress, 2017

# 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

The image shows a resume sample with several callouts pointing to elements that are discouraged:

- A purple oval callout points to the name "Britney Brinker" with the text: "Font should always be legible and professional. No cursives!"
- A blue rectangular callout points to the name with the text: "Physical address needs to be included." (Note: the callout is positioned above the name, but the text is not visible in the image).
- A blue rectangular callout points to the email address "britneybombshellbrinker@myemail.com" with the text: "Email address must be professional. No nicknames." (Note: the callout is positioned below the email address).
- An orange oval callout points to a photograph of a woman with the text: "No pictures please!"
- A blue rectangular callout points to the "Objective" section with the text: "Objective" (Note: the callout is positioned above the objective text).

The resume content includes:

- Name: *Britney Brinker*
- Contact: Email: britneybombshellbrinker@myemail.com | Phone: 222.222.2222
- Section: **Objective**
- Text: Motivated business professional in pursuit of a full-time care

# 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, upload as a Word document (unless otherwise specified)
- Use a consistent file name to save resumes:
  - Technician\_Jordan, LLNL internship resume, 11.15.2022

# 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  
Google Drive, MS Office  
Interpersonal Communication

AutoCAD  
**Soldering, wiring**  
Ability to lift 50 lbs.

**Electronic installation**  
Bilingual (Spanish/English)  
**Engineering hardware testing**

## 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  
Google Drive, MS Office  
Interpersonal Communication

AutoCAD  
Soldering, wiring  
Ability to lift 50 lbs.

Troublesho  
Bilingual (S  
Lathe, mill,

# BEFORE AND AFTER TAILORING

## 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

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Google Drive, MS Office  
Interpersonal Communication

AutoCAD  
Soldering, wiring  
Ability to lift 50 lbs.

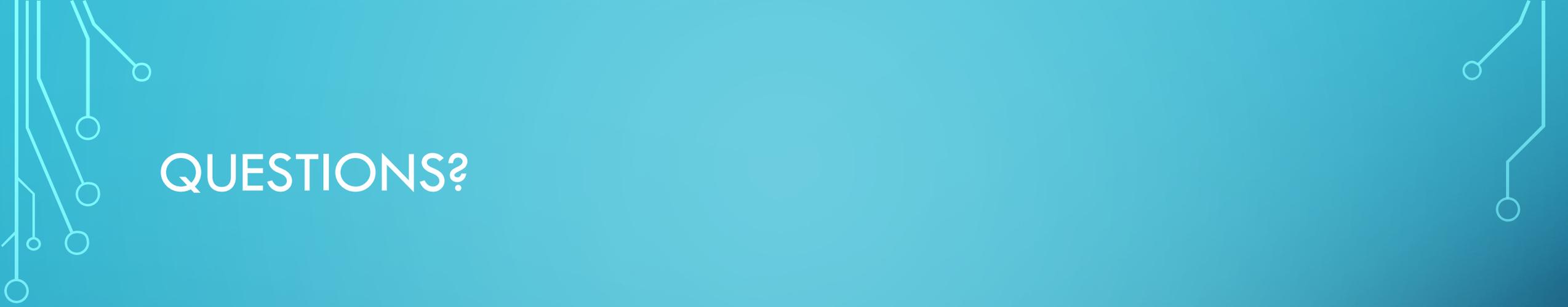
Electronic installation  
Bilingual (Spanish/English)  
Engineering hardware testing

## NEXT STEPS

- Check out the Resume tool in [Career Coach](#)
- Or fill out the Resume Template that I email you. Use the resume sample and the action verbs list to help you. Ask someone to provide you with feedback on it.
- Avoid resume builders that cost money and don't generate an editable document (e.g. Canva, PerfectResume)
- Upload your resume to [Handshake](#), the Las Positas College Internship and Job Board.
- Attend more of our [workshops](#) (register in [Handshake](#)).

# ADDITIONAL RESOURCES

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



# QUESTIONS?

My contact info:

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[kvanderhoof@laspositascollege.edu](mailto:kvanderhoof@laspositascollege.edu)

925-424-1424



# KAHOOT

- Let's see what you remember!
- Go to [www.kahoot.it](http://www.kahoot.it)