

A virtual presentation from the Illinois workNet  
Center in partnership with Workforce Investment  
Solutions.



# How to Build a Resume

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# Start by Getting Organized

- To begin your process of building the content of your resume, we recommend that you start by getting a notebook to write down your important information. Make sure you only use this notebook for your preparation to getting new employment and keep it safe.
- If you are computer savvy and you prefer to use the computer for your note taking, just be sure to save your work and move it to a file that you know how to retrieve.

# OVERVIEW OF A RESUME

- A Resume is simply a “snapshot” of your work/education background for the last 10 years. The resume should only be one to two pages and it is preferable to keep it to one page.
- Resumes use sentence fragments instead of full sentences. Most Recruiters will only spend an average of 10 to 20 seconds scanning a resume, so you need to make your Resume easy to read and make sure you highlight your important information.
- A Resume usually is made up of 5 parts:
  - **1. Contact Information**
  - **2. Summary or Summary of Qualifications**
  - **3. Skills**
  - **4. Work Experience**
  - **5. Education**

# CONTACT INFORMATION

- The first part of any resume will include your name and contact information. You should bold print your name, so that it stands out. This information will go at the top of your resume.
- Remember to always include your phone number and email address, as this is the main how the Recruiter will try and reach you. (Make sure you have an appropriate voicemail greeting and that you clear out your old voicemails, so that your voicemail is not full).

- **Example:**

**Mr. John Doe**

123 Main Street

Decatur, Illinois 62526

Phone: 217-111-1111

Email: johndoe@gmail.com

# SUMMARY OF QUALIFICATIONS

- This section goes directly beneath your Contact Information on the Resume.
- This section can also be titled, Summary, or Summary of Skills.
- In the Summary, you want to highlight your most important work-related skills/accomplishments, that you feel makes you the right person for the job. These points can go in two columns, running the width of the page, or if you have room, they can be shown to the left of your resume, in list form.

## ▪ Examples for Summary:

- Self-motivated, proactive and confident in making independent decisions.
- More than 10+ years of Waitressing Experience.
- Customer Service Oriented
- Team player
- Awarded “Employee of the Month” for consistently receiving positive customer feedback.

# SKILLS

- A Skills Section appears beneath your Summary section. You can use short, bulleted columns. These bulleted skills, allows the employers to quickly review your resume to see if your skills, match the skills of their job.
- Look at the Employer's Job Description or Job Posting to see what key skills are required for the job. You want to match as many skills that you can and put these in your resume. By matching your skills, to those of the Job Description you are increasing your chances of being noticed by the Employer. *This portion of your resume should change for each job you are applying for.*

- **Some of the best soft skills to add to your Resume include:**
- Problem-solving.
- Communication.
- Teamwork.
- Organization.
- Time management.
- Motivation.
- Adaptability.
- Critical thinking.

## PROFESSIONAL EXPERIENCE

- This is the meat and potatoes of your resume. Employers want to know about your job duties, responsibilities and accomplishments of your present and past jobs, in order to match you better with the job they are advertising and want to fill.
- Start with your most recent employer and work your way back 10 years. You should start with the name of the company, the title of your position, the city and state where your job was located, and the month and year of your start and end date for each job.
- Next begins your actual job duties/accomplishments. You can put these duties in bullet form if you are working on a Presentation style Resume. (See the next slide for an example)

# PROFESSIONAL EXPERIENCE RESUME EXAMPLE

## PROFESSIONAL EXPERIENCE

XYZ Company

Decatur, Illinois

**Head Waitress**

May 2008 to March 2020

Provided excellent wait service to ensure customer satisfaction.

Took customers' orders and delivered food and beverages.

Made menu suggestions and answered questions.

Worked with other staff as a team.

# EDUCATION

- This section usually goes at the bottom of your resume. (The exception to this may be if you are a recent college graduate, you may want to put this section before your Professional Experience.)
- Simply write the name of the high school or college that you graduated from, along with the city and state of school, and the degree you received. If you graduated with honors, you would want to highlight that. (See the next slide for an example)

# EDUCATION RESUME EXAMPLE

- EDUCATION

MacArthur High School

Decatur, Illinois

Diploma

# NEXT STEPS

- Now that you have researched and written down what you want to put in your resume, your next step is to type it out and format it. There are many templates that are free and that you can use to create a professional resume. These templates make it very easy for a beginner and it will format the resume for you. You simply need to plug in your information. You can sign up on Illinois workNet Center's website or Illinois Job Link with IDES and use their resume template(s), for free. If you have a WORD program on your computer, it will also provide free resume templates.
- Remember that spelling and grammar must be *PERFECT* ! If an employer sees spelling errors on your resume, they can only assume that you do not have attention to detail and that you really don't care. This lack of attention to detail is NOT what the employers want in an employee. Be sure and always use the "Spell Check" on your computer and it is always a good practice to have someone else look at your Resume and provide you with feedback.
- Once you have created your new resume, you are ready to start applying for jobs and landing that dream job! Good Luck!

▶ This PowerPoint presentation has been presented by the Illinois workNet Center in direct partnership with Workforce Investment Solutions.

