

# Workshop Your Resume



Career Center  
University of Missouri

# 4 things to know about resumes

1

## SECTIONS

Know what to include in your document, customized to you.

2

## CONTENT

Know to how to reflect your experience and strengths in an impactful way.

3

## MATCH

Know what the employer needs, and how to target your content to those needs.

4

## FORMAT

Know how to display your content in an attractive and functional way.



Have your resume ready on a device or on paper.

No draft yet? No problem!

Please make notes of what you would include to make it easier to start later.

# sections

Know what to include in your document,  
customized to you.







# What are the sections of your resume?

## **ALWAYS**

Contact information  
Education

## **CUSTOM TO YOU**

Summary  
Work experience  
Activities/involvement  
Volunteer/service  
Leadership  
Skills  
Other

\*References belong on a separate page

**Truman Tiger**  
1839 Zou Road  
Columbia, Missouri 65202  
(555) 555-5555  
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# enhance your resume from this...

# TRUMAN TIGER

(555) 555-5555 • trt123@umsystem.edu • [www.linkedin.com/in/mizzoustudent](http://www.linkedin.com/in/mizzoustudent)

## EDUCATION

### Bachelor of Arts in Communication

• Minor in Psychology  
University of Missouri

May 20\_\_  
GPA: 3.7/4.0  
Columbia, Missouri

## PROFESSIONAL EXPERIENCE

### Public Relations Intern

Columns Advertising Agency

May 20\_\_ – September 20\_\_  
Columbia, Missouri

- Collaborated with Account Director to develop media campaign for the annual Treeline Music Fest, a three-day outdoor event attracting 25,000 fans for concerts, food, and festivities
- Increased Instagram and TikTok engagement by 10% over last year by posting videos about upcoming events, promoting contests, and adding innovative content related to music and food
- Conceptualized media pitches and wrote news releases for local and national news outlets highlighting specific performances and key people involved with the event
- Answered questions via social media, email and phone from local news outlets, businesses, and public

### Jumpstart Corp Member

Jumpstart

September 20\_\_ – May 20\_\_  
Columbia, Missouri

- Implemented early childhood curriculum to individually tutor preschool student for five hours weekly, fostering language, literacy, and social skills
- Developed relationships with partner child, child's parents, preschool teachers, and fellow team members to provide support and feedback regarding progress and successes
- Collaborated with six Corps members to plan twice weekly interactive activities for a class of 12 children
- Completed 300 hours yearly in training and professional development in early childhood theory and practice, language and literacy development, leadership skills, and communication with families

### Sales Associate

Stripes Store

May 20\_\_ – August 20\_\_  
Chesterfield, Missouri

- Provided consistent positive service by aiding customers with product information, merchandise location, and general questions, and was recognized as Salesperson of the Month on three different occasions
- Served as enthusiastic team member, from covering extra shifts to learning new products and departments to provide help where needed
- Handled cash, credit card, and merchandise return transactions accurately

## ACTIVITIES & LEADERSHIP

### Program Chair

Intercollegiate Communication Organization of Mizzou (iCOM)

May 20\_\_ – Present  
Columbia, Missouri

- Managed 4-person committee who met weekly to schedule, plan and execute organization events centered around speakers, fundraisers, and member social activities
- Generated successful, well-attended professional development workshops on topics such as effective networking, preparing for an internship search, and an alumni speaker series
- Administered and carefully tracked \$5,000 event budget allocation

### Community Engagement Volunteer

Habitat for Humanity

January 20\_\_ – Present  
Columbia, Missouri

- Represented the organization at community events and info booths to recruit volunteers and raise awareness
- Built partnerships with residents and businesses to engage in possible promotional and fundraising events
- Answered questions regarding the various volunteer positions available and handed out information

...to this

## Education

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## Experience

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## Activities

### Program Chair of iCOM

May 20\_\_ – Present

- Go to meetings once a week
- Planned organization events and social activities
- Generate professional development workshops for members
- Budget

### Volunteer for Habitat for Humanity

January 20\_\_ – Present

- Stood at tables and talked to people about Habitat for Humanity
- Helped businesses think about events
- Handed out information

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## Contact Information

Big name

At least email and phone

Add LinkedIn if applicable



## Education

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# Education

Correct degree title

University of Missouri/college from which you received a degree

Expected grad date

GPA optional

Add minors, certificates, study abroad, academic honors, etc



## Experience

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Experience

Bullet points

Consistent headings:  
*title, employer, dates,  
location*

Strong content:  
*tasks, strengths,  
outcomes, numbers*

## Activities

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Activities

Add bulleted content

Consistent headings:  
*title, organization,  
dates, location*

Add content:  
*this experience just as  
valuable as work experience*

# Work time checklist.

## For your contact info

- NAME BIG AND BOLD
- EMAIL AND PHONE
- LINKEDIN?

## For your education

- CORRENT DEGREE TITLE: MAJORS.MISSOURI.EDU
- UNIVERSITY OF MISSOURI/OTHER COLLEGE
- EXPECTED GRAD DATE
- ANY OTHER ACADEMIC RELATED ADDITIONS?

## For experience headers

- POSITION TITLE AND EMPLOYER/ORGANIZATION
- LOCATION AND DATES WORKED/INVOLVED

02:00



# content

Know to how to reflect your experience and strengths in an impactful way.





# Discuss an experience.

Involvement  
Work  
Volunteer  
Academic

**What** did you do?

*The basics*

**How** did you do it?

*Unique strengths*

**Who** was involved?

*People and groups*

**Why** did you do it?

*Outcomes and results*

**Where** is the connection?

*Transferable skills*



# Start with that information, and then start writing or enhancing your bullets.



## **ACTION**

Start each bullet with a strong action verb.



## **CONTEXT**

Add details and numbers where necessary: how many, how often, how much.



## **STRENGTHS**

Add language to show off your skills, how you approached a task, or what you learned.



## **PEOPLE**

Mention who was on your team, who were the people you helped, or who you served.



## **OUTCOMES**

Provide the result of your experience and contributions where possible.

# Let's enhance a bullet point for a sample tutoring position.

- Tutored students

What else does the reader need to know to get a better picture of this experience?

**How many?**

**How often?**

**What subject?**

**What age?**

- Tutored four 3<sup>rd</sup> grade students individually in math twice weekly

# Keep building the experience.

- Tutored four 3<sup>rd</sup> grade students individually in math twice weekly
- Engaged students in activities that focused on individual learning styles and maintained a positive approach to challenges
- Communicated with students' families of about progress and consulted with teachers about subject areas on which to focus
- Increased students' math comprehension from grade deficient to age-appropriate curriculum levels

**CONTEXT**

**STRENGTHS**

**PEOPLE**

**OUTCOMES**



# Work time.

For your experience, add or enhance:

- ACTION VERBS
- CONTEXT: NUMBERS and DETAILS
- STRENGTHS
- PEOPLE
- OUTCOMES

For each experience, answer:

- WHAT DID YOU DO?
- HOW DID YOU DO IT?
- WHO WAS INVOLVED?
- WHAT HAPPENED OR WHAT DID YOU LEARN?
- WHAT IS THE CONNECTION TO YOUR NEXT STEP?

04:00



# match

Know what the employer needs, and how to target your content to those needs.





Meet the  
employer's  
needs.

Relate your experience to the job description's  
tasks and qualifications

Keywords

Strong section headers

Organize section by relevance

# format

Know how to display your content in an attractive and functional way.





# 6 seconds.



## **EASY TO SCAN**

Bold, italics, underline

Bullet points, not paragraphs

Reverse chronological order

## **EASY TO READ**

11-12 point font

1 full page or 2 full pages

Balance text and white space

Adjust margins and spacing

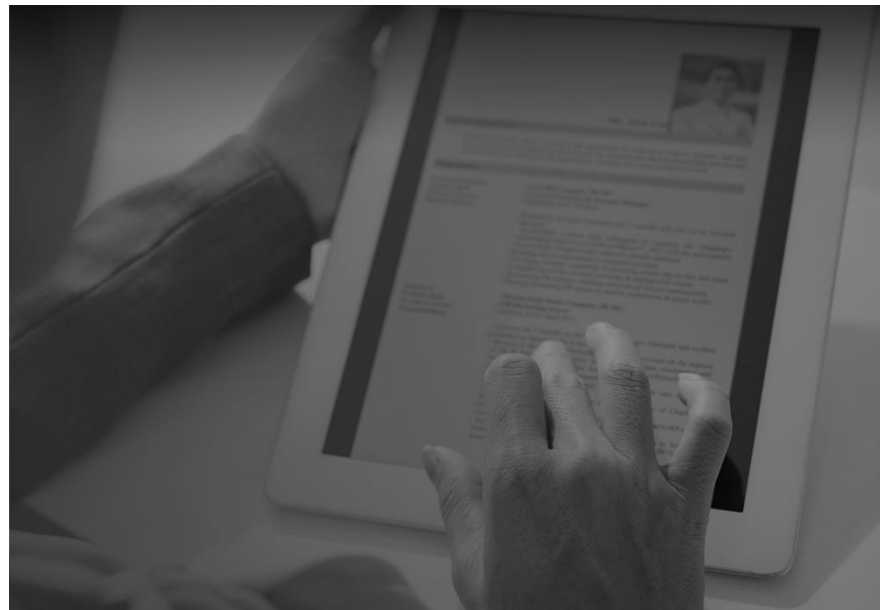
## **EASY TO VIEW**

Avoid templates

*Check out samples:*

[HireMizzouTigers.com](http://HireMizzouTigers.com) > Job Seekers > Sample Resumes and CVs

# Avoid resume killers.



## UNNECESSARY INFO

Hobbies  
Pictures  
Personal info  
I/Me/We



## SHORTCUTS

Abbreviations  
MU Jargon  
Underselling



## RED FLAGS

Incorrect or  
embellished info  
Grammar/spelling errors

# Work time.

## Check your document:

- ADD KEYWORDS FROM YOUR TARGET INDUSTRY
- REVERSE CHRONOLOGICAL ORDER
- ADD BOLD/ITALICS/UNDERLINE
- BALANCE WHITE SPACE, ADJUST MARGINS IF NEEDED
- SPELL OUT ABBREVIATIONS
- TAKE OUT PICS, FIRST PERSON LANGUAGE, AND TYPOS

02:00



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# 4 things to do regarding your resume

1

## **SECTIONS**

Customize  
what you  
highlight

2

## **CONTENT**

Show off your  
strengths and  
experience

3

## **MATCH**

Target the  
employer's  
needs

4

## **FORMAT**

Make it easy  
to read



# MU CAREER CENTER

PHONE  
(573) 882-6801

WEBSITE  
[Career.Missouri.edu](http://Career.Missouri.edu)  
[HireMizzouTigers.com](http://HireMizzouTigers.com)

EMAIL  
[career@missouri.edu](mailto:career@missouri.edu)

## CAREER EXPLORATION

Assessments  
Major/Career Resources  
Career Specialist Consultation

## CAREER READINESS

Resume & Cover Letters  
Interviews  
LinkedIn Profiles  
Job Search Strategies



Please **check in** to let us know you were here and tell us how we did!

