

RESUME WORKSHOPS & RESUME REVIEW

To complete a resume, please follow these steps:

- ∅ Attend a one-hour workshop or view the online resume workshop offered by the Career Center. The online workshop and schedule are posted at www.miracosta.edu/careers and in Building 4700 on the Oceanside campus (OC4700).
- ∅ You may receive resume help from student Career Peers in the Career Studio during the hours listed on the workshop schedule at www.miracosta.edu/careers or you may use the computers in the Career Center lab in OC4700.
- ∅ After attending or completing the resume workshop, please include ALL required information requested on the *recommended template*. To complete this step, you will have to do some research to be sure your information is current, dates are correct, and everything is spelled correctly.
- ∅ Type all information using our *recommended template*. Templates are located on the Job and Internship Network ([JAIN](#)) and on the Career Center website www.miracosta.edu/careers.

RESUME TEMPLATE (continued)

Your Name

City, State (optional) ☎Phone ☎Email ☎LinkedIn

If you use a 2nd page, always copy the contact information from your first page. A half page of content is better than a full page, unless you have extensive page on a two page resume, cut your material to one page.

A few final tips

Before you check your resume against the checklist in this packet, watch this [video](#) and make notes on a print copy of your resume to take it from bland to WOW!

Some employers use applicant tracking software which searches for keywords, refer to the job description and include applicable keywords in your resume

Check your resume against the checklist in this packet (page 9-10)

Scrutinize your social media sites: make your settings private and remove inappropriate content

Select a font that is easy to read like Arial or Garamond, 11 or 12 point font size is best

Use a font size larger than 11-12, but smaller than your header for sections, such as Education, Experience, etc. You may choose to bold, italicize, or capitalize, but not all three

Select a larger font (16-18 points) for your Name in the Header; make it bold

Incorporate bullets, but do not over use them and do not use periods at the end of bulleted statements

Be consistent in tenses, punctuation, and dq0.00000912 0 612 792 req0.00000912 0 612 792 retdre15s7.83 Tm0 g0 C

ACTION WORDS FOR RESUMES

The word list is categorized into various skill areas

- § Action verbs give your resume power and direction
- § They present a

Bloom's Taxonomy



WORKPLACE COMPETENCIES

According to the 2016 Business Leaders Survey conducted by the Office of Research, Planning and Institutional Effectiveness at MiraCosta College, the ability to communicate was ranked the most important skill employers demand. The top three skills of communication, critical thinking, and professional/ethical work habits required by employers are the same top three skills

job applicants.

Identify your competencies and include them in your resume. These are good competencies to include in your Summary of Qualifications and in your accomplishment statements in your Experience section.

Professionalism/Work Ethic:

Demonstrates personal accountability, effective work habits, e.g., punctuality, working productively with others, and time and workload management.

Teamwork/Collaboration:

Builds collaborative relationships with colleagues and customers; is able to work with diverse teams, negotiate and manage conflicts.

Oral/Written Communication:

Articulates thoughts, ideas clearly and effectively; has public speaking skills. Writes clearly and effectively.

Critical Thinking/Problem Solving:

Exercises sound reasoning and analytical thinking; uses knowledge, facts, and data to solve workplace problems; applies math and science concepts to problem solving.

Leadership:

Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others.

Information Technology Application:

Selects and uses appropriate technology to accomplish a given task, applies computing skills to problem-solving.

Diversity:

Learns from and works collaboratively with individuals representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

COVER LETTER TEMPLATE

THANK YOU LETTER TEMPLATE

Your Name

Date

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State, and ZIP Code

Dear *Mr./Ms. Contact Person's Last Name*:

1st paragraph: *Create a thank you statement and remind him/her of the job you are applying for.*

Example: Thank you very much for taking time out of your busy day to talk with me about the Customer Service Representative position. I enjoyed meeting you and the members of your department, and I am excited about the chance to work with such a great team.

2nd paragraph: *Add a statement about the interview. Mention something that impressed you or that you wish to clarify.*

Example: Judging by our discussion earlier today, I believe that my ability to consistently go above and beyond for customers is an excellent fit for your team, especially since you mentioned your company just received a prestigious award. I am confident that I can be a significant contributor to the success of [company or department name]. I sincerely hope you agree.

3rd paragraph: *Final thank you.*

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DO YOU HAVE ANY SPECIFIC QUESTIONS OR CONCERNS ABOUT YOUR RESUME FOR THE REVIEWER?

ADDITIONAL COMMENTS (FROM REVIEWER):

Career Services Signature: _____ Date: _____