

EFFECTIVE RESUME WRITING

ELIZABETH THOMPSON SAMUELS

FEBRUARY 15, 2017



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

HOW TO GET AN INTERVIEW



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

HOW TO GET AN INTERVIEW

- Persuasive Writing is a must!
- Create and maintain interest
- The introductory letter



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

STRUCTURE OF THE COVER LETTER

1. 2 Addresses
2. Appropriate salutation
3. Having an effective opening



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

STRUCTURE OF THE COVER LETTER

4. Saying just enough to maintain interest
5. Always have a memorable ending
6. Grammar does matter!



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

RESUME ` OR CURRICULUM VITAE?

Résumé

- ▶ Typically, is one page long, although sometimes it can be as long as two pages.
- ▶ includes bulleted lists to keep information concise.
- ▶ Types-
chronological, functional, and combination formats.

CURRICULUM VITAE (more detailed)

- ▶ personal & contact info
- ▶ education and qualifications;
- ▶ work history and/or experience; (research publications)
- ▶ relevant skills to the job in question;
- ▶ own interests, achievements or hobbies; and some references.



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

THE 'CHRONOLOGICAL RESUME'

- ▶ Lists work history job-by-job, starting with the most recent position.
- ▶ Quickly reveals experience and education.
- ▶ Works well if you have experience in the field and steady career growth.



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

THE FUNCTIONAL RESUME'

- ▶ Focuses attention on skills rather than on past employment.
- ▶ Groups skills and accomplishments in categories.
- ▶ Can de-emphasize employment history.
- ▶ Good for those who have changed jobs frequently, have gaps in employment, or for recent graduates.



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

THE COMBINATION RESUME'

- ▶ Draws on features of chronological and functional.
- ▶ Gives a complete job history that focuses on abilities.
- ▶ Good choice for recent graduates.



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

KEY ELEMENTS OF A RESUME`

- ❑ Personal Data
- ❑ Objective vs Profile
- ❑ Summary of skills
- ❑ Education
- ❑ Experience
- ❑ Interest
- ❑ References



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

TAILORING YOUR RESUME` FOR A SPECIFIC JOB

Personal data

- Address
- Contact information
- Professional e-mail



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

TAILORING YOUR RESUME` FOR A SPECIFIC JOB

OBJECTIVE

- ▶ Stating an objective is a way to convince employers that you know what you want in a job.
- ▶ Eg.-Experienced English teacher seeking position at independent school,"

PROFILE

- ▶ A profile explains what you have to offer the employer and can help sell your candidacy.
- ▶ Eg.-“English teacher with ten years of experience in independent school systems.”



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

TAILORING YOUR RESUME` FOR A SPECIFIC JOB

Summary of skills

- Keywords-team player, effective communicator, excellent time management skills

Education

- WHEN-WHAT-WHEREYear-achievement/award-place

Experience

- Responsibilities/achievements: State duties included(Significance to job applied for)



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

TAILORING YOUR RESUME` FOR A SPECIFIC JOB

Interests(Significance to job applied for)

- Reading →
- Socializing/surfing the net →

References

Provide a separate sheet with names and contact numbers



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

HAPPY WRITING!!!



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation