**Building your Resume using Externship Experience and Coursework**

**NS335**

**Slide 1-Introduction**

Hello and welcome to our Career Services presentation on Building your resume using Externship Experience and Ku Relevant Coursework.

**Slide 2- Purpose of a Resume**

First, let’s review the purpose of a resume. A resume is a concise one or two page summary of your qualifications. It is focused on the type of positions you are targeting, and should highlight your most relevant qualifications for employment. For students who may not have relevant employment experience, accentuating your externship experience and relevant coursework on your resume can be critical. Keep in mind that the resume is also a marketing tool that should be designed to capture the attention of the potential employer, and is many time the first impression you will make to the employer. The main purpose of the resume is to get an interview!

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**Slide 3 – Resume Basics**

It is important to also have a working resume when seeking employment. Your resume is basically a summary of your qualifications. It should sell your most relevant and positive credentials for employment. Remember, it does NOT need to include every job and task you’ve ever had in your careerHere are some basics to keep in mind when putting together or updating your resume.

You want to be specific – focus the resume on the industry or position you are applying to. Make sure it is one page. Two pages MAX if you have extensive industry experience. Your font size should be no smaller than 10, and you should stick to basic fonts like Arial or Times New Roman.

Make sure there is a balance of whitespace and text and do not crowd the content. One inch margins are the general standard for a resume. With regards to the bullet points, limit them to between 3-5 for each position. Make sure the statements are clear and concise, and when at all possible – the information is quantifiable without providing too much detail. Ensure that your work experience does not go back beyond 10 years, and your bullets are focused on your accomplishments. It is also important to use action verbs to describe each task.

Remember to always include a professional email address – we suggest your first name and last name at gmail.com. Creative email addresses are fine for personal use, but you want a basic email for your job search. Creating a new, generic email is also a great way to keep important career related emails separate from other spam you may get in your personal email boxes. You don’t want to miss an outreach from an employer because an email got lost in the shuffle of a busy inbox!

For those of you who may be changing careers, list your education above your professional experience as this will draw the employer's attention to the fact that you are currently completing a degree relative to the job you are applying to. Remember to also personalize the resume to EACH position you apply to – this will help you stand out and let the employer know you’re specifically interested in THEIR job, and not mass-applying to every opportunity you come across.

Finally, including industry related keywords on your resume increases the chance that your resume will be reviewed and shows an employer you “speak their language.

**Slide 4 – Using Keywords on Your Resume**

We cannot stress enough the importance of using keywords on your resume. They can help increase the chances your resume will be reviewed by telling the potential employer that you understand what they are looking for, and “speak their language”. Be sure to use keywords in your Summary of Qualifications, as well as Professional Experience. If you are unsure what keywords should be included in your resume, research job postings or descriptions for ideas.

**Slide 5 – Using Relevant Coursework**

For student’s who may be changing careers or lack related industry experience, highlighting your relevant coursework can be a great way to capture the potential employers attention. Be sure to list your education section first, above unrelated work experience, so that it is the first section the employer sees. Always start by listing the proper title of your degree first, and in bold. Beneath that, list the name of the University, and your graduation month and year. When including relevant coursework, you can simply type “relevant coursework” on the third line, then list the classes you’ve COMPLETED that are most relevant to the type of work you are seeking. To keep the section organized, you can list the classes with bullet points, then highlight the content and put them in to two columns, as shown here, to make the best use of the space on the page.

**Slide 6 – Using Externship Experience**

When listing your externship experience, you can list it directly after your Education section, and before your un-related work experience. This continues to emphasis to the potential employer that not only do you have educational knowledge, but you have practical, hands-on experience as well. When listing your externship experience, use the same formatting you would for listing work experience, but be sure NOT to include it with your paid experience. This may imply to a potential employer that it was a paid position, when it was not. Finally, be sure to supplement the listing with a few bullet points that provide a high-level overview of what you were involved with or learned while in the externship.

**Slide 7 – Sample Resume**

Here you can see a final draft of the top portion of John Smith’s resume. With the current formatting shown here, a potential employer now immediately sees that John completed a degree relevant to the open position, as well as completed an industry-related externship. Other non-relevant work history would be listed below the Externship Experience section. As an extra career tip, remember that supervisors that you reported to during your externship can make for GREAT references. Just be sure to ask them before listing them on your reference sheet, and always be sure to list your references on a separate reference sheet – not on your resume.

**Slide 8 – Resume Don’ts**

Now, let’s talk about what not to put on your resume. Never lie on your resume – this includes in your education, work experience or skills section. You never want to misrepresent yourself.

Do not list personal information like your date of birth, marital status hobbies, interests or political or religious views. Do not include your picture – it is irrelevant to your resume, and employers may specifically avoid those with a picture. This should go without saying, but ensure there are no spelling or grammatical errors.

Next, you do not need to include references or a reference statement on your resume. Your references should be listed on a completely separate document that is furnished at the request of the employer, or during a face to face interview. Always let your references know that you are job searching BEFORE providing their details to a potential employer. Also, ensure that there are no negative remarks on your resume about past employers, or a list of reasons why you left your previous positions. In general, avoid too much detail on your resume. You do not need to list every task for every job you have had. Since most recruiters only scan a resume for 20-30 seconds, you want the relevant highlights of your experience to catch their eye and prompt them to call you for an interview. The interview is where you can expand on the finer details of your experience. Finally, remove any graphics from your resume. This includes excessive lines, logo, or clip art. Also – Microsoft Word versions of your resume are recommended as they upload better to employer databases.

**Slide 9 – Submit your Resume to Career Services**

Once you’ve completed your Resume, please visit the CareerNetwork, select menu, and fill out the Google Form and your Resume will be reviewed within 3 business days!

**Slide 10 – Closing Side**

Thank you for joining us to go over how to build your Resume using Externship Experience and Coursework. To reach out department, please email careerservices@purdueglobal.edu.