Creating Your Resume

Transcript

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00:00:02.660 --> 00:00:24.959

Lisa Winston: Hello, everyone. My name is Lisa Winston. I'm the career specialist with the Technology and Health Division here at Mount San Antonio College. What that means is, I'm here to work with you all in the Technology health division to provide you career advice specifically to the technology and health fields that we have at Mount San Antonio College. I'm separate from the Central Career Center.

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Lisa Winston: which helps all of our students right with the job application process with handshake and figuring out your major on campus. I'm specifically embedded within the technology and health Division offices here specifically to help our students who are within technology and health majors

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00:00:42.700 --> 00:00:56.719

Lisa Winston: with their career process. So I'm here to help you with resume editing, cover letters, career, advice, mock interviews by appointment base. And I'll have that information at the end of the presentation.

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00:00:56.940 --> 00:01:18.479

Lisa Winston: This is typically a presentation that's given in person. I've adapted it as a webinar for you all, so you can view it at your own pace at your own time. I know we have a

lot of students who are very busy at Mount San Antonio College, so really gives you the opportunity to play this at your own leisure, and make edits as you as you please. Pause

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00:01:18.764 --> 00:01:31.569

Lisa Winston: come back to it later on, when you may need to. So you'll hear me reference some of the things that we'll talk about in person. If it was an in person presentation, I'm going to adapt those along the way for online viewing purposes.

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Lisa Winston: So 1st part of the presentation that I usually give it for students is the philosophy behind the presentation. So why do I have a fish on the screen? Right? The fish is representative. If you've ever heard the saying, teach a person to fish

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Lisa Winston: it's it's a long term opportunity for them to feed themselves for the rest of their lives. Right? If we just go and fish for someone and get them one fish out of the sea, one fish out of the ocean, we feed them for one meal. My philosophy behind this presentation is, I want to create and help you learn how to create a resume from scratch for the rest of your life. So you don't constantly need to come back to somebody for advice. I want to give you those tools.

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Lisa Winston: But I know intrinsically in my work, in technology and health and with career advising. So you can understand how to adapt your resume for whatever stage of career that you're at, long after you've left Mount San Antonio College. So teaching you metaphorically to fish out that resume for the rest of your life.

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Lisa Winston: Typically, at this point in the presentation, this is when we would do introductions. I'm going to go ahead and obviously skip that here for the webinar purposes. But if this is being presented in a classroom, I recommend pausing the presentation. If the instructor can go ahead and have each student introduce themselves. What area of interest they have at Mount San Antonio College, within technology health.

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Lisa Winston: And specifically, if you're all in the same study area. If you can pause and actually explain a little bit about what it is about that area of interest. If you're a nursing student, or if you work in aircraft maintenance, why does that interest you? And specifically, what subset of that

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Lisa Winston: field interests you? So for nursing another example for nursing would be emergency services, right pediatrics, or if you're an aircraft maintenance, are you more interested in the interior? The exterior of the maintenance process and share a little bit about your history and why that interests you. That will kind of connect us throughout the presentation. As we have these conversations about resumes.

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00:03:39.520 --> 00:03:43.870

Lisa Winston: So I'm going to go ahead and pause the presentation just to give you all a chance to do that.

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Lisa Winston: Okay, hopefully, have everybody has had a chance to introduce themselves. So I'm going to go ahead onto the next slide.

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00:04:08.770 --> 00:04:27.250

Lisa Winston: So when I give this presentation in person, I'm sorry I'm gonna move that away. There we go. When I give this presentation in person, I like to give the set of ground rules for the presentation. These apply virtually and at your own leisure. Webinar focused, or if this is given in a classroom as well, so those 2 roles

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Lisa Winston: are number one. Approach this topic with curiosity. Right? You all have your area of interest. That is, I'm hoping, fascinating to you. If it is aircraft maintenance, there's some aspect of that that you just explained. That's fascinating to you and interesting to you. Well, as odd as it might sound to some of you, resume creation, cover, letter creation, the job application process.

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Lisa Winston: negotiating salaries. Those are things that are extremely interesting to me and my work and career services. And something really beautiful happens when you come into my office, or when you really just pay attention to a presentation that's being created for you when you approach that topic with curiosity, when you approach career services with curiosity, and I approach your career interest with curiosity.

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Lisa Winston: We can come together and make something really extraordinary and amazing out of your experiences and help each other. Learn how to describe those experiences in a way that really gives them the merit of the work that you put into them. So approaching this presentation with curiosity will really help you to understand and create an awesome resume.

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Lisa Winston: Number 2 is, I assume, good of you, and this applies if you come into my office and you have a question. Or if you email me a question, or just if you have a question during this presentation that you would like to ask your instructor if it's being given, live in a classroom, or that you want to pause the presentation and email to me, I am never going to assume that that is a dumb question. People raise their hand all the time and say, Oh, I have

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00:06:04.620 --> 00:06:29.220

Lisa Winston: such a dumb question. Sorry about this. There's never any need to apologize. I'm never going to assume that you have not paid attention, or that you're not listening, or that you don't know what a good question is. Right. Career services especially resume creation and cover letter creation. It's a very nuanced field. It's not black and white. There's a lot of gray areas depending on who you've asked.

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Lisa Winston: depending on what advice you've been given in the past, depending on what area of interest you're studying, what your field is. So all of that is going to really determine those answers, and there's just never any situation where I would ever think it was not a smart question. So please feel free to email me. If you have questions about this presentation, jot them down throughout the presentation

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Lisa Winston: or ask your instructor for my contact information or my location information will actually be at the end of the presentation as well. So please let me know if you do have any questions. They're never not good questions. They're always great questions.

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Lisa Winston: So in general, with resume advice. As I mentioned a minute ago.

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Lisa Winston: there's going to be a lot of different advice you get throughout your life. Right? Why is that? Why do people have so many different pieces of advice? And why do I have toothpaste on your screen right now? If you ever heard the old saying, 4 out of 5 dentists recommend trident right? There's always going to be that 5th dentist that doesn't agree. But we're going to go with the majority. So everything that I've included in this presentation is what the majority of career advisors

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Lisa Winston: believe is correct for a resume creation process. I actually think that we've done some statistics on this and about 85% of career services advisors actually agree on what should be on a resume how things should look on a resume, especially these days, where we have AI application

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Lisa Winston: applications that are being reviewed by AI by the companies on the other end of of your process of submitting them right. Those softwares that a majority of companies are fortunately or unfortunately depending on how you look at it, using these days to analyze resumes. Those actually have required

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Lisa Winston: parameters that we need to stay within for the application system for the tracking software to understand how to analyze your resume. So more and more, it's getting pretty

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Lisa Winston: clear what we need to have on a resume and a lot. There is a lot of agreement. But there is going to be some disagreement. Right? If you show 5 people your resume, depending on their background, their interests, their own resume process what they know about the resume process, you might get different advice. Why is that even within Mount San Antonio College you might get different advice from different professionals that you meet on campus. Some people may have an Hr. Background, as you see on the screen.

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Lisa Winston: They may have worked in the people side of of human resources, or they may have worked in the hiring side or the recruiting side, and it may be specific to the company that they worked at or the experience that they had before they came to Mount San Antonio College. So you may be getting advice based on their previous company that they worked for, or that specific human resources background.

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Lisa Winston: I'm a little biased. This is the category that I fall in a lot of career specialists, career advisors also might have a counseling background instead of a human resources background. That's a little bit of where my background falls in. I'm somewhere in between counseling and actually college student development. I actually study the development of college students and how you grow throughout your college career.

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Lisa Winston: With with some background in counseling as well, so that might be a more counseling, based approach that they're taking to your resume. And then you might meet people who work in career services, who are career experts. Right? You have your instructors in your classes who have

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Lisa Winston: taught your area, your area of expertise or worked in your area of expertise for 1020, 30, 40 years, however long they've been in that field. Well, some of those individuals go to work at colleges or go to work in career advising, and they really provide career advice based on their many, many years of experience working in that field.

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Lisa Winston: So that's all to say that there, there's not really a right or wrong when it comes to providing advice from people who are qualified. As long as you check those qualifications it may differ. There may be small areas that we don't agree on. But overall we really do agree on more than we don't.

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Lisa Winston: and at the end of the day you can take that advice and make it your own. Decide what you want to do. This is your resume. At the end of all the edits that are made back and forth. You ultimately decide how you want to present yourself.

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Lisa Winston: One piece of advice, one kind of warning that I do have to heed especially these days. Is to be very wary of of so-called Tiktok career advice. Right? There's a lot of people on Tiktok who are giving career advice. These are reposted online.

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Lisa Winston: I'm not necessarily saying that these individuals don't know what they're talking about, right? But what I am saying is to check into their background on the advice that they're giving. If they've only ever worked for one company their whole life, even if it was in human resources. And they saw a million resumes over their career in human resources. They still only have that limited experience of that one company that they've worked for

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Lisa Winston: career specialists at Mount San Antonio College, we go to conferences with employers that are hiring all over the country. We hear from hundreds and hundreds of employers what they are looking for on your resumes and on your cover letters, and in your interview process. So some of these people on Tiktok, they may have experience in hiring, but they may have a very limited background

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Lisa Winston: you want to check if they have experience with multiple employers, and by looking into their background.

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Lisa Winston: There are just many, many people in career, advice, and career services who are more than happy to take your money for career advice. What I'd say there is. Utilize your resources at Mount San Antonio College. You pay your tuition, you pay your fees, you have your financial aid. All of those things cover the services that are already offered to you.

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Lisa Winston: Via my services as a career specialist in technology and health via the Central Career Services Office, via the advice that you can get from your instructors

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Lisa Winston: all of that. We're here to support you and provide you those resources. So you don't end up potentially giving money to somebody who doesn't have the experience that we have.

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Lisa Winston: So the next slide that I'm going to go into is actually to just give you a general, very, very general overview of everything that we'll be talking about today. When we get into the anatomy of what a resume looks like. I'll go into each of these sections a little more throughout the presentation. But at 1st I just want to give you an overall general overview and layout.

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Lisa Winston: So at the top there'll be a page identifier on your resume. That is more than one page long. And again I'll explain all of these. A little more detail.

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Lisa Winston: You'll have your headline. Your main headline is your name, your Education section.

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Lisa Winston: your job History Section, which will have your dates of employment and a brief description of your job responsibilities. These are going to be unique to your experience in that role. And again, we'll go more into detail in these in a little bit.

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Lisa Winston: and then subsections of your choice. Right? You've had a very unique career, or or projects, or volunteer experiences that are completely unique to you. As a person so just overall. I like to call these subsections of your choice, and I'll go into more details of what some of those might be

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Lisa Winston: overall on a resume. The biggest thing that I want to emphasize is the simpler the design, the better. A lot of people think that the way to stand out is to have a more unique or complicated resume with

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Lisa Winston: text box fields and graphs and charts and details that are unique and fun and exciting. That's actually not what employers are wanting to see. The simpler the design the better. Why is that they don't want to have to search for your information on your resume?

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Lisa Winston: They actually would rather see a bland resume design. A couple of reasons for that.

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Lisa Winston: is for accessibility and software readability. So I'll go into those in a little more detail. If someone utilizes a screen reader who is who is analyzing your resume. For whether or not they want to offer you an interview screen readers for accessibility purposes cannot read very complicated resumes with multiple text box multiple columns. You want to have it all one column.

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Lisa Winston: You don't want to have. I'll kind of show

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Lisa Winston: oopsies. Okay, I'll kind of show an example right here. You don't want one column of text here, and then another column of text going down here. See how I have it all. One

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Lisa Winston: straight column of text. The reason for that is those screen readers cannot read those multiple columns correctly. They might read one line of one column and then go into the second line. They might read another line of the left column, and then another. One of the right. So all of your text needs to be straight down in one column.

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Lisa Winston: The other reason for that is those AI tracking softwares that I talked about a minute ago. Those cannot read the same way. Those cannot read left text. Then right text, or a bunch of text boxes or images, or out of out of order, material or bullet points that are too long. There's a lot of things that are limitations for those AI softwares. And what we're hearing for companies is that some of them

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Lisa Winston: will take those resumes that didn't make it through their software analysis, and they'll make a separate pile, and they'll review them individually as they read through them. Some of them, unfortunately, will just not review your resume, and it will make it into an automatic, no pile if their systems cannot read them.

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Lisa Winston: So please no colors on your resume, no overly creative designs within technology and health, there's actually literally only one exception to this. When I say few exceptions, there's actually only one exception for our architecture design students. It is okay. And I'd actually like you to just come see me so we can talk about it individually.

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Lisa Winston: You are able to do a little bit of design on your resume. That is something that's pretty standard for that field, that you would have a a kind of fun.

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Lisa Winston: Interesting design on your resume other than that. All of our other fields. The general advice is going to be nothing crazy. Bland is better.

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Lisa Winston: and at the end of that I always have someone say, Well, how do I stand out, then I'm not going to be able to stand out. There are so many ways to stand out on your resume that are not design related is the actual information that you put on that resume that is going to help you stand out all of this information that you put under each of these subsections. That is what will make you stand out. And that is why we work together to have those subsections

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Lisa Winston: as efficient as possible. So you can really explain your experiences in a unique way that helps you stand out.

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Lisa Winston: Okay. So I had to pause the recording real quick. I'm going to continue so. Another question that I get at the end of showing this kind of general overview almost every time is why no objective statements down here at the bottom.

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Lisa Winston: Objective statements are generally considered to be an outdated practice and repetitive information.

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Lisa Winston: There are very few certain rare exceptions that I will say, okay, let me hear a little bit more about your story, and why you're really passionate about an objective statement. For example, if someone has not worked in many, many years, and they want to explain the process of what they're doing to try to get back to work. And they previously did not work in a field at all related to

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Lisa Winston: the field that they're looking to go into. Now, I may say it's okay to do an objective statement, but I may even not in that scenario, because something I'll say is, if you have education at Mount San Antonio College, if you show that you're transitioning into a new field. And you've studied that new field. And you show your class projects where you talk about learning that new field and area of interest

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Lisa Winston: that is all going to give a good summary for them to understand where you're going.

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Lisa Winston: So it is going to be very rare exceptions. If you do want to come, talk to me about having an objective statement. Otherwise I would say, rather than this, on your Linkedin profile you can try what's called a branding headline, where you have a small subsection on your headline, where you explained a little bit about who you are. Another thing I've seen sometimes people do is

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Lisa Winston: say you want to go work in a specific subset of it here in their headline area, they might kind of brand themselves as it professional with experience. And blah blah, that's that's something I've seen. And and that's okay, too. But in general

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Lisa Winston: they want to analyze your entire resume for that experience. And I would say, just skip the objective section generally.

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Lisa Winston: Okay. So I'm gonna show show some QR codes throughout this presentation. I'm gonna go ahead and pull up this tips for your program. QR code and pause the recording. So I can explain a little bit about what that is.

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Lisa Winston: Okay. So this is the time where I like to show the career resources website for technology and health division that was created for you all. So if you navigate to Mount sac.edu slash tech

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Lisa Winston: dash health.

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Lisa Winston: And you go under resources

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Lisa Winston: and you click on career resources. You will see all the resources that were created for you all specifically within the division of technology and health.

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Lisa Winston: In general, we have some general resources at Mount San Antonio College and outside of Mount San Antonio College to help you with your career process. I always like to highlight the helpful Career Websites page has some good websites that can help you with creating your resume and kind of jog your memory. I usually show those to students when they come to meet with me, one on one in particular, the Occupational Outlook Handbook

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Lisa Winston: and own it online are really great at helping you break down different career fields that you've been involved in, and and what the tasks are that you do in those career fields. It kind of helps jog your memory. If you haven't done those things in a while.

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Lisa Winston: I'll go into the more specific resources available for you all. So these are all resume and and cover letter and reference guides. These are all for your job. Application process here at the top. As you can see, I have resume guides. Action verbs, which I'll talk about a little bit later. Bullet point activity to help you create the bullet points that we'll talk about in a little bit.

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Lisa Winston: Cover, letter, guide, reference, guide. How to use AI on your applications, and then I also go into the different types of resumes as well.

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Lisa Winston: I have resources for interviewing process. So a general guide to Interviewing, Answering Common interview Questions the Star guide for behavioral interview questions.

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Lisa Winston: A guide helping you for dressing for your interview process, zoom interviews.

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Lisa Winston: Thank you. Emails, mock interview resources or simulated interview resources.

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Lisa Winston: Interviewing with AI Softwares. We're seeing more and more, of course, that companies are are utilizing AI to actually conduct the interview. So that's a tip for for that, some resources for that.

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Lisa Winston: and then some job board and application process, how to network job board listings and and avoiding fraudulent job postings. Unfortunately, there are a lot of those out there, a guide to career fears. If you're going to any of the technology and health career fields. And then this last one is the job cycle tips by programs that was referenced.

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Lisa Winston: And the presentation that you're now viewing. So I'm going to click on that one and explain it a little bit more how it specifically applies to technology and health resume creation. So we went through each of the career fields offered in the technology and health division, and we interviewed employers and and surveyed employers within those career fields.

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Lisa Winston: And we just asked 2 simple questions, number one, what are students doing or not doing on their

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Lisa Winston: resumes and cover letters that you would like to see them do to stand out in the job application process and number 2. What are students doing are not doing in their interview process that you would like to see them do, or that you enjoy seeing them do to

stand out in the interview process, and we collected those answers and summarized them for you for each of their career fields within technology and health.

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Lisa Winston: Now, of course, if this was a specific presentation I was presenting to our aeronautics students. I would go through this with you all in detail, and we don't have the the bandwidth, and within this presentation, to go through each of these one on one. But if you would do want to come by my office and have me explain some of these answers.

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Lisa Winston: I'll I'll be happy to do that with you. I'm just going to go through and pick one randomly for an example for this presentation to help you understand a little bit of these bullet points. So I'm going to pick our mental health fields.

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Lisa Winston: so we asked those 2 survey questions, and one of the things that they said was to highlight the unique experiences that you encountered in your mental health program at Mount San Antonio College, for example, if you did a research project on anxiety management techniques, highlight. This project.

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Lisa Winston: Another thing that they said was to outline your learning outcomes from your internship experiences. So if you had an internship to talk about what those learning outcomes were, and how you achieved those another point of view that they provided was to include the specific modalities you used in your work.

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Lisa Winston: Beyond that, they said, to detail your specific understanding of ethical and crisis intervention strategies within your area of mental health.

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Lisa Winston: Outside of what may be included in your actual program here at Mount San Antonio College. If you have advocacy work to include that on your resume your cover letter, and in your interview process, to talk about those professional affiliations and organizations that you belong to

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Lisa Winston: to provide any relevant certifications and trainings. For example, if you have a cognitive behavioral therapy training that you attended to, detail that for them on your resume or cover letter to go into those unique experiences that you had here at Mount San Antonio College, because what might happen at Mount San Antonio College in your training

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Lisa Winston: may not be the same as another college down the street or across town, or even in Southern California versus Northern California or across the country. So you need to go through and explain the unique experiences that you had at Mount San Antonio College.

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Lisa Winston: Additionally, one of the biggest things that I'll say, for our health careers in general is just to emphasize those soft skills.

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Lisa Winston: So empathy, active listening, is an example, patience. Those are so critical to the work that you all do in mental health. So those also need to be included on your resume. A lot of people think you know soft skills versus hard skills that they only should include those really specific cognitive behavioral trainings on their resumes. But specifically for our health fields.

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Lisa Winston: you need to emphasize within those bullet points, the soft skills on your job section of your resume. That helped you achieve that task. And I'll go into that in a little bit more detail later in the presentation.

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Lisa Winston: Okay.

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Lisa Winston: so we're going to move on to the next slide. So as I go into each of these subsections, I'll explain explain them in a little more detail.

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Lisa Winston: So if you do have a double page, resume page. The Max we would suggest within career services is 3 pages, and that would be for someone who's had a very extensive career. And typically, we actually say, to limit it, Max, to 2 pages, if you're very, very early in your career. One page should be fine to cover everything within your job history and I'll talk about the limitations on job history and how long?

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Lisa Winston: You should include

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Lisa Winston: experiences on your resume. How far back in your career in a little bit. But in general, if that resume is expanding again, we pretty much for for most of you at Mount San Antonio College. Max would recommend 2 pages for your resume. Then you need to put a page identifier at the top of the raise resume like was shown in the previous screen. That should be your last name and your 1st name, and then one of 2,

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Lisa Winston: 2 of 2. Never. Just put one or 2, because that doesn't tell me how many total I may be looking for.

102

00:28:52.190 --> 00:29:13.849

Lisa Winston: In addition to that, let's see that that includes that helps ensure that your resume stays together at the employer's office. Just in case they print out these resumes, or your file for some reason, gets mixed up into multiple pages. It just ensures that they know that there's more that they should be looking for for that resume.

103

00:29:14.460 --> 00:29:18.759

Lisa Winston: So you'll include a header with your last name and the total number of pages.

104

00:29:19.250 --> 00:29:23.790

Lisa Winston: Next I'll go into the headline on your resume. This will be your name headline.

105

00:29:24.320 --> 00:29:52.690

Lisa Winston: So you'll start with a larger, more classic font. Everything on your resume should be an easy to read. Font. That's classic, for example, papyrus is not going to be a good font. Calibri is a good font, and you also want to ensure that it's a more common font that those software systems can analyze on the other end of analyzing your resume. So we use a more classic common font that is included on Microsoft word

106

00:29:53.097 --> 00:30:03.280

Lisa Winston: or if you're using Google Docs, use one of those more classic fonts, your name should be approximately twice the size of the regular text

107

00:30:03.310 --> 00:30:31.140

Lisa Winston: on your resume. So the regular text on your resume when you're writing your bullet points, etc. That should generally be about 11 to 12 point font. So your name should be approximately twice that size, 22 to 24 point font. This will help it stand out just like we want you to stand out. Another helpful thing is to bold your name. You can do bold and italics things that help your name stand out a little bit.

108

00:30:34.120 --> 00:30:57.870

Lisa Winston: generally below that. You're going to put your address and contact information, so you'll start with your city and your state of where you're located, where you reside. You do not need to put your full address. You do not need to put a Zip code. These are outdated practices that we do not recommend that you do anymore. The only reason that they need that information. City and state

109

00:30:57.870 --> 00:31:22.509

Lisa Winston: is, if they are coordinating an interview process for you, it helps them to understand. Should they schedule. An overnight interview is a daytime interview. Fine. Are they going to need to provide potential travel, funds, etc? It helps them understand where you're coming from. For that interview process if needed. Your phone number. That should be a phone number, that you have

110

00:31:22.510 --> 00:31:32.780

Lisa Winston: a voicemail option for. And that voicemail should be a professional sounding voicemail that clearly states your name and to leave a message for you with detailed contact information.

111

00:31:32.820 --> 00:32:00.420

Lisa Winston: And then a professional sounding email address, one that you'll have access to for a long time. So not hannahbana@gmail.com, Hannah Smith. Smith, Hannah underscores or numbers are are generally fine, but something that sounds professional. If you do have a portfolio or a Cv, we also Ca, can include those in our headline up here at the top. But that's generally where people like to include those as well.

112

00:32:03.210 --> 00:32:15.400

Lisa Winston: So in general, be creatively professional with your resume, keep it simple. So for creating that name headline. This is a good option. It doesn't have to look exactly like the one on the

113

00:32:15.400 --> 00:32:40.070

Lisa Winston: previous slide. In fact, it shouldn't, because that is actually copied from my resume. So I want you to keep it unique to you, and your own experiences make it your own and creative for you and what you like. So this is a good example here, 1st and last name city state phone, and then email. And then you can have some sort of line under it a dotted line, a dash line doesn't matter. This is another

114

00:32:40.070 --> 00:32:49.699

Lisa Winston: good example. 1st and last city state phone email, double line, whatever looks good to you and and keeps it creatively professional.

115

00:32:49.840 --> 00:33:05.249

Lisa Winston: This would be an example of a no right. We don't want a very out there font. We don't want another out there font below it, and we want to keep it professional on the on whatever line or identifier that you put between it. If you decide to put one

116

00:33:06.120 --> 00:33:21.700

Lisa Winston: in general mind the gap that this creates. So a lot of students will come to my office, and they say I can't possibly keep my resume to 2 pages or keep it to one page. There's no room for me to do that. I need all of these experiences on here.

117

00:33:21.700 --> 00:33:43.689

Lisa Winston: One of the 1st things that I will do is something very simple. I'll look at how much of a gap your headlines are creating. This one right here is going to create a lot more of a gap than this. Resume headline for your name. Simple things like that can help us create more space if you don't have that many things on your resume in a way that still looks good

118

00:33:43.992 --> 00:33:49.130

Lisa Winston: or to take away and and add some more space for the text later on if needed.

119

00:33:51.390 --> 00:33:55.579

Lisa Winston: So now I'm going to go into your education subheader

120

00:33:56.100 --> 00:34:21.460

Lisa Winston: for the formatting on that. So each portion of your resume is called a sub header from here on, beyond that main headline, and they should all have the same formatting. This includes your Education section again, feel free to be creatively professional on that formatting. Here's an example right here, education, and then a long line under it. You'll notice that education is both capital. So it stands out a little bit.

121

00:34:21.830 --> 00:34:33.940

Lisa Winston: The font should be the same style font as your general text, but maybe a little bit larger, 13 or 14. So it stands out between your other text, but not too much larger.

122

00:34:34.670 --> 00:34:50.750

Lisa Winston: And yes, a good tip is to capitalize or bold it. So it stands out so specifically within your Education section. Here's an example. This might be what it what it one of your subsections looks like, or what you decide as the format for your subsection something similar to this.

123

00:34:51.489 --> 00:35:00.230

Lisa Winston: In general. If if you're at San Antonio College, right, you're in progress, you're you're working on some sort of degree or certificate or program.

124

00:35:00.230 --> 00:35:25.140

Lisa Winston: So people ask me all the time, can I go ahead and put that on my resume? Yes, please, do. We want to show that you're actively in progress of getting more education in this area of interest that you have so included on there. If you've started it, make sure to put anticipated graduation date anticipated date that you anticipate to get that certificate program. Don't put a future date without

125

00:35:25.140 --> 00:35:31.629

Lisa Winston: the word anticipated or in progress in front of it always show that you're in progress on that degree

126

00:35:33.060 --> 00:36:00.049

Lisa Winston: include your Gpa, especially if it is asked for on the application process. We are here from hearing from employers these days that around 60% of them are are saying they're not as concerned about your Gpa. And they don't require it on the resume, and they don't care, and they don't need to see it. They really want, you know, someone who shows that they can stand out in the interview process, and that has great, well rounded skills all around.

127

00:36:00.050 --> 00:36:11.240

Lisa Winston: But if it is asked for on that application process, do include it on your resume, and then, of course you'll include your institution, name, degree, name, and then the program name.

128

00:36:11.640 --> 00:36:30.529

Lisa Winston: Spell out your institution name. So a lot of people will just put Mount sac put Mount San Antonio College, and then in parentheses you can put Mount Sac, and then later on your resume. If you state the name, mount sac again. Then you can abbreviate it, but always spell it out long form first.st

129

00:36:32.740 --> 00:36:44.860

Lisa Winston: Okay? So next, we're going to go into kind of the biggest section of your resume right. This is the job history section of your resume where you go and explain your experiences within your different roles.

130

00:36:45.720 --> 00:36:55.850

Lisa Winston: So you're going to use that same sub header format as your Education section that you previously used. And again, all of your sub headers from here should look the same.

131

00:36:56.890 --> 00:37:10.100

Lisa Winston: You're going to utilize an action verb to start off each of the experiences that you explain, and each of the tasks that you did within your jobs. So I'll pause the presentation so I can bring that up.

132

00:37:13.490 --> 00:37:24.269

Lisa Winston: So again on the Career Resources Sources section of the Technology and Health Page. If you scroll down, you'll see a link resume action verbs.

133

00:37:24.670 --> 00:37:34.149

Lisa Winston: So this is what we're talking about. When we say, start each of your bullet points with some sort of action word to explain the task that you completed in that job.

134

00:37:34.150 --> 00:37:56.859

Lisa Winston: This is by no means an all inclusive list of all action verbs that have ever existed since the beginning of time. Right? These are just some that I've pulled for you and organized into the type of responsibility or task that you might have been taking on. So if, for example, if you were working on

135

00:37:56.860 --> 00:38:06.579

Lisa Winston: a team and you managed that team, you might want to go under leadership to describe a task that you accomplished with that team so coached

136

00:38:06.720 --> 00:38:22.699

Lisa Winston: a team of 6 people in this type of project where we accomplished this type of result. So I'll go into a little bit more detail of how to write those bullet points. But I wanted to show you those action verbs as an example.

137

00:38:26.660 --> 00:38:36.790

Lisa Winston: so as we continue into the presentation. I'll show a little bit more detail on each of those bullet points, and how to write them.

138

00:38:37.320 --> 00:38:56.729

Lisa Winston: and we'll go into that in our next steps. But just in general with this section you'll start from the youngest experience you had to. The oldest, or others might say, you'll begin with the most recent experiences that you worked, and then you'll follow the order into the least recent experiences of jobs that you worked.

139

00:38:56.940 --> 00:39:23.980

Lisa Winston: Generally. You should only go back 10 years, maybe 15, if you don't have that much work, experience on your resume. But generally we say no more than 10 years of recent experiences, and then you'll always want to keep your date formatting consistent. So if you have January, that's fine or January period, that's fine, or, if you spell out January, that's fine, just keep it consistent throughout the dates that you list on your resume, for

140

00:39:23.980 --> 00:39:27.249

Lisa Winston: when you began and ended those experiences

141

00:39:27.790 --> 00:39:37.670

Lisa Winston: so strong bullet points how to write a strong bullet point. You're going to start with an action verb. And then you're going to describe the tasks or responsibilities that were at hand.

142

00:39:37.700 --> 00:39:58.889

Lisa Winston: The purpose, method, and result of those actions that you specifically took in the role. And that will create a strong bullet point. So you'll start with the purpose. Why did you do the task? What did you notice? What did you foresee needs to be done? You'll go on to talk about the method that you utilize to accomplish that task.

143

00:39:59.060 --> 00:40:06.459

Lisa Winston: including people tangible and soft skills in there. And then. The result? What happened? Because you did it.

144

00:40:06.610 --> 00:40:31.139

Lisa Winston: AI can help you to write these bullet points. And I have resources for you on the Career Resources website of how to utilize AI on your side, but not depending on it to write those for you. If you just ask AI to help you write bullet points for your nursing experience in pediatrics. It's going to give you the most vague experience

145

00:40:31.140 --> 00:40:37.629

Lisa Winston: experiences of of that overline on some of those career websites that I talked about earlier.

146

00:40:37.630 --> 00:40:56.009

Lisa Winston: And it's just going to be very broad and very vague. We want them to be specific to you, but if you do need help writing them, AI can help you assist in writing those experiences based on what you input as your purpose method, result, etcetera.

147

00:40:57.650 --> 00:41:15.239

Lisa Winston: So these should be a brief description of your job responsibilities. Bullet points should be no more than 3 lines long on your resume, and they should be completely unique to your experience in that role. These are not full sentences, so you do not need periods at the end of them.

148

00:41:15.350 --> 00:41:36.879

Lisa Winston: and it is very important to highlight any metrics that you can on that resume on that bullet point. So if you say that you worked with a team of people, tell me how many people you worked with, if you say you did it. You accomplish the task in a software. Tell me what software you utilize. If you utilize tools to accomplish that task.

149

00:41:36.880 --> 00:41:48.870

Lisa Winston: explain what specific hand tools or what tools you utilize. To accomplish that task. Always be as specific as possible as you can in these bullet points.

150

00:41:48.870 --> 00:42:09.790

Lisa Winston: It's easier to cut out details than to add details in. So be very, very detailed in what you put on your resume, and how you accomplish these tasks. If you improved metrics by 40%, or you accomplished a task in half the time it usually takes includes those metrics in your bullet point.

151

00:42:09.980 --> 00:42:17.740

Lisa Winston: You also do not need to start these, and please do not start them with I, me or my, you just go straight into that action verb.

152

00:42:18.230 --> 00:42:28.119

Lisa Winston: and these should all be worded in past tense if you are, have, are no longer in that role, no longer working in that role. Present tense. If you're still working in that role.

153

00:42:29.340 --> 00:42:48.099

Lisa Winston: So typically when we're in a group setting, we do this activity as a group. So if you're at home by yourself working on this presentation, you'll just be doing this as a solo activity. Or if you're in a classroom, we can pause and do this activity together as a class.

154

00:42:48.443 --> 00:43:09.770

Lisa Winston: So this is activity where I'm going to have you create one strong bullet point about something that you ate today. Now, a lot of people will say, Why, why create one

about something that I ate today. Right? Why not? Something specific to my career field? So I can really get in the practice of this with my career field.

155

00:43:09.940 --> 00:43:29.609

Lisa Winston: This is not a way that a lot of individuals are used to writing. This is a very unique style of writing. Bullet point. Writing is very different than creative writing or long form, journal writing, etc. So it's really important to try this on a very molecular like

156

00:43:29.610 --> 00:43:41.730

Lisa Winston: basic level and break it down into something that we all understand. We've all eaten a meal right? To explain something that we know very well.

157

00:43:41.730 --> 00:44:11.089

Lisa Winston: What did we eat today just some meal that you ate today. That really helps us to understand how we can get into the style of writing before we start to write these bullet points specific to our unique experiences. Don't forget to be specific about each part of what you ate today, even if you are not eating anything at all today. If you haven't had anything, or you fasted, or it's 1st thing in the morning that you're viewing this presentation, and you haven't had breakfast yet.

158

00:44:11.090 --> 00:44:36.159

Lisa Winston: Explain the last thing that you ate previously, and why you ate that meal or explain why you're fasting into detail, so you can't get out of this on a technicality. So pause the presentation, and take a moment to be very specific about each part of that meal that you ate. For example, if you had a banana, you would talk about, what did you identify needed to be done?

159

00:44:36.180 --> 00:44:44.030

Lisa Winston: And how did you know it needed to be done is a helpful thing as well. You're going to start with your action. Verb so procured

160

00:44:44.190 --> 00:44:50.580

Lisa Winston: a banana after identifying that hunger needs were not met.

161

00:44:51.250 --> 00:45:20.370

Lisa Winston: The purpose, walked into the kitchen, walked to the store to to procure this meal. The method, purchased it with cash, purchased it with a debit card, a credit card. What skills did you use conversational skills to talk with somebody? I use the skills to identify that what was going on and that I needed something to eat. I noticed that I was lightheaded or my stomach was grumbling

162

00:45:20.370 --> 00:45:46.149

Lisa Winston: and then go into the result. What happened? Because you had that banana? I was 50% less hungry. I was 100% less hungry. I was more efficiently able to go on to the next task that I needed to accomplish in my day. So utilize that action verb list to create a bullet point about what you ate today, and I will pause the presentation as you do that.

163

00:45:49.060 --> 00:46:08.729

Lisa Winston: So if you notice on the previous screen, I also had a bullet point that said, if you're struggling with this, try this activity, so I'll just briefly show this activity that I created

for you. All. A lot of people come to me and say, I'm in the technology or health field and not the creative writing field. For a reason. It's hard for me to write these.

164

00:46:08.730 --> 00:46:24.810

Lisa Winston: It's hard for me to talk about my experiences and to put them into bullet points, and I completely understand that that's why I created this activity for you all. I noticed in a lot of my career work that I found it helpful to sit with my students, one on one, and to

165

00:46:24.810 --> 00:46:49.689

Lisa Winston: put their pins down, and should just have them talk to me about their experiences and what they accomplished in that role, and what they did day to day, or what big projects they had. So this is an activity for you to complete with a friend, a partner, a significant other, an instructor. If they have time to assist you, a classmate where you're just gonna sit down and you're

166

00:46:49.690 --> 00:47:12.050

Lisa Winston: going to have them record. You talk about your experiences that you had and this will guide you through writing that or through doing that activity, and then ultimately the process of writing your bullet points from this activity. So again, that is on the page where we have the career resources for you all if you would like to try that activity.

167

00:47:16.350 --> 00:47:26.859

Lisa Winston: Okay, so now we're going to move on to the other subsections of your resume again. These will be completely unique to you and your experiences that you've had throughout your career.

168

00:47:28.350 --> 00:47:55.730

Lisa Winston: Okay? So some of the options for these could include skills. These should be tangible skills within your skills section. You are not going to put those soft skills that we talked about earlier empathetic or people, person, etc. We don't put these in our skills section, these are tangible skills. It's important to include those, especially in our health fields

169

00:47:55.730 --> 00:48:14.819

Lisa Winston: within your job skills section within those bullet points that we just talked about. But they will not go under your tangible skills. Section these will be things specific, like software, foreign languages that you might speak programming languages that you might be familiar with.

170

00:48:14.820 --> 00:48:26.360

Lisa Winston: And then you're always going to include a level of proficiency. For these an example might be elementary beginner advanced expert. If it's a language fully proficient, etcetera.

171

00:48:26.772 --> 00:48:50.220

Lisa Winston: This is especially important in those technical fields to include those levels of proficiency. Another example of these could be tools that you'll work with, or that you're familiar with, etc. So please do not put your soft skills in these sections. Those should be worked into your bullet points, and how you accomplish the tasks in your job utilizing soft skills.

172

00:48:52.150 --> 00:49:04.310

Lisa Winston: Another subsection option could be trainings. These could be certifications, licenses, individual trainings that you took. You'll include the name of the training, the company, and then the date that you completed the training.

173

00:49:04.810 --> 00:49:14.360

Lisa Winston: Another example could be volunteer experiences. Put the type of volunteer experience a brief description of the work that you did and the dates that you completed it.

174

00:49:14.360 --> 00:49:39.220

Lisa Winston: Typically, I will say to only include volunteer experiences where you've had a significant contribution of time. So not something that you did for 4 h on one Saturday. We want to show that you have a commitment to whatever that volunteer experience is. There are certain exceptions, especially within the health fields. If you've had a 1 day volunteer experience where you were exposed to a specific area

175

00:49:39.220 --> 00:49:44.289

Lisa Winston: area of a hospital or an emergency room.

176

00:49:44.290 --> 00:49:57.459

Lisa Winston: Those, I would actually say, to put on your resume. But in general, if it's not as directly relevant to your career field, have something where you've had a significant contribution of time included on there

177

00:49:58.460 --> 00:50:21.839

Lisa Winston: again. This is where a lot of people start to lose their fine formatting. So I say, mind your formatting at this point in your resume. Make sure your subsection looks the same as it looked for education. Make sure your dates are listed. January, JAN. Period. If they, if they were earlier in your resume or January fully spelled out that your dates are listed in the same manner.

178

00:50:22.116 --> 00:50:29.030

Lisa Winston: That your subsections look the same, because a lot of people start to lose their formatting. Once we get further and further into the resume.

179

00:50:29.710 --> 00:50:53.850

Lisa Winston: other examples of subsections could be publications, you would include the title of that publication, the name of the publisher, and then the date that you published that piece of publication. You would also include your awards or honors, include the type of honor or award a brief description, and then the dates awarded. I've had people ask, you know, what awards or honors do I include?

180

00:50:54.153 --> 00:51:03.250

Lisa Winston: Do they? Only the ones that are relevant to the jobs that I'm applying for. Well, it depends on on what you think is relevant. Right? So if you had

181

00:51:03.250 --> 00:51:25.540

Lisa Winston: an award for being an incredible teammate and your type of job that you're looking to apply to relies a lot on teamwork. Well, then, you should absolutely put that award or honor for being an incredible teammate. So it really depends on the relevancy to your career field. And we can always take those on a case by case basis.

182

00:51:27.160 --> 00:51:34.770

Lisa Winston: organizational memberships, name of the organization and then a leadership title. If you held a leadership title in that organization.

183

00:51:34.770 --> 00:51:56.839

Lisa Winston: you'll include the date that you joined, and to the present date, if you're still a member of that organization generally, you will only include memberships that you still hold presently. The only exception would be if you held leadership in an organization. But you're no longer in that organization, we would say, go ahead and include that leadership on the resume. Otherwise,

184

00:51:57.190 --> 00:52:01.090

Lisa Winston: generally, we say, only include organization memberships that you still hold

185

00:52:01.960 --> 00:52:10.419

Lisa Winston: projects. These can include class projects that you've worked on. You'll include the name of the project a brief description, and the dates completed

186

00:52:10.890 --> 00:52:22.959

Lisa Winston: conferences. The name of the conference you attended. If you presented, of course, the name of the presentation that you had, and the dates that you attended or presented at the conference.

187

00:52:23.390 --> 00:52:43.329

Lisa Winston: and these subsections could go on and on and on and on, depending on the experiences that you personally have had in your career field. So from there we just say other subsections as as they may be relevant to you. These could be teams, clubs, associations, campus, involvement, etc, etc.

188

00:52:44.260 --> 00:52:48.179

Lisa Winston: and again continue to mine your formatting in those subsections.

189

00:52:49.340 --> 00:53:18.739

Lisa Winston: So from here, when you have your resume completed. It's important to have kind of a general resume with every experience that you've ever had throughout your career, and then to tailor it down from there. So when you tailor it down from there, they'll analyze the job. Description of that specific job you're applying for. You'll thoroughly read through it. You'll highlight important parts of that job and then write down the hard skills and soft skills that you want to highlight qualifications and responsibilities that

190

00:53:18.740 --> 00:53:40.720

Lisa Winston: apply to your past experiences. I always recommend just physically printing them out and doing a direct side by side comparison between your resume and their job description. It's up to you if you want to do it that way. If you prefer digital, I would say, if you

have 2 screens, you could benefit from having one on one screen and one on the other, just to really do a side by side comparison.

191

00:53:42.200 --> 00:53:56.169

Lisa Winston: And then from there you're going to go in and rework those subsections you're going to focus on, accomplish and accomplishments and responsibilities that directly relate from that position and your experiences to what you're applying for.

192

00:53:57.180 --> 00:54:17.110

Lisa Winston: And then you're going to incorporate the keywords that they utilized in that job description throughout and 0 in on every detail of their job description. So use keywords from the job description throughout your resume. This is especially important with the most common softwares utilized for

193

00:54:17.140 --> 00:54:34.405

Lisa Winston: analyzing applications and resumes applicant tracking software is notified noted as ats a lot of times, people will say ats, this scans your resume for specific terms. So, for example, if you previously had the action verb

194

00:54:36.600 --> 00:54:47.030

Lisa Winston: What would be another one for onboarding if you previously had the action verb assisting individuals with their new employee paperwork.

195

00:54:47.030 --> 00:55:07.049

Lisa Winston: But on the job description they put onboarding is important for this role. Then you need to change the wording on your resume to say onboarding, so they can match up those common terms or repairing. If that's part of the words that they utilize as on their job description.

196

00:55:07.140 --> 00:55:18.249

Lisa Winston: Rework your subsections, rework your bullet points to match those common action, words or skill, words that they utilize on the job description

197

00:55:18.250 --> 00:55:37.440

Lisa Winston: do not copy and paste the job description bullet points and put it on your resume. That's not what we're asking you to do. We're asking you to explain your previous work experiences in a way that utilizes the words that they utilized on their job description.

198

00:55:37.440 --> 00:55:47.639

Lisa Winston: Another way to say this is to answer their desired bullet points with your own related experiences and expertise, but with some of their wording

199

00:55:49.720 --> 00:55:59.280

Lisa Winston: general advice for your resume process, and the job application is to keep in mind that applying for a job is a job in and of itself

200

00:55:59.280 --> 00:56:21.280

Lisa Winston: you wouldn't or should not go into a job without the proper training. Right? That's the same thing for creating your resume and cover letter and job application process practicing those interviews, etc, utilize those resources that I showed on the website that are available to you as your training for the job application process.

201

00:56:21.280 --> 00:56:41.709

Lisa Winston: Also be patient and as positive as you can. It can take up to 6 months or more these days to obtain a job. It, of course, depends on your career field, and how quickly that career field is hiring. But it is taking longer for job applications. In a general sense. So be patient, as positive, as you can

202

00:56:41.710 --> 00:57:04.029

Lisa Winston: take time here and there to focus your energy on other tasks and your hobbies, and take breaks in between each of your applications. Try to remind yourself that is not deeply personal to you. Even when it feels that way, those job objections can feel very personal. Just remind yourself that there's always things that you can do to improve your resume.

203

00:57:04.401 --> 00:57:22.209

Lisa Winston: There's always new experiences that you can go expose yourself to new trainings, new free opportunities, new opportunities on campus to help you stand out a little bit more, and you can always try new techniques on your resume process and evolve your resume and keep adopting it.

204

00:57:22.477 --> 00:57:34.789

Lisa Winston: But at the end of it all, if it is not a match, that is okay. If it's not a match with this company. I want you to come meet with me. Let's move on. Let's find what might be a better match for you.

205

00:57:36.080 --> 00:57:39.280

Lisa Winston: some general tips for your resume as well

206

00:57:39.410 --> 00:58:01.029

Lisa Winston: again, ensure consistent formatting throughout. Have a few people proofread your resume on that career resources website. I have a resume checklist for you all, and it goes into detail of every single portion of your resume, and how to ensure that you have accuracy on that resume, and I'll pause right now to show that resource

207

00:58:03.270 --> 00:58:11.010

Lisa Winston: so as promised. Here is the resume checklist. This goes into each section that we just reviewed in this presentation.

208

00:58:11.100 --> 00:58:39.330

Lisa Winston: and provides you a checklist to ensure that you are detailed in each of those sections, and that your resume has what is needed to get past those application tracking systems, and to also stand out unique to your experiences. So it goes through each of those sections that we each talked about in detail, and you can mark each of those off to ensure you're doing everything that we just talked about.

209

00:58:45.440 --> 00:58:54.010

Lisa Winston: utilize those resources available to you, including handshake via the career center to find job application postings.

210

00:58:55.060 --> 00:59:15.563

Lisa Winston: Use AI with intentionality. AI can very easily damage your resume. I have a QR. Code here for you to pull up the resource on our page about how to utilize AI positively on your resume, because if you use it in a way that is generic or bland, it will not stand out to those

211

00:59:15.930 --> 00:59:29.999

Lisa Winston: those people who are reading your resumes. They want to understand you and understand your uniqueness through your application. But there are ways that we can utilize it to help you show your uniqueness.

212

00:59:30.540 --> 00:59:51.000

Lisa Winston: always start long form on your resume, and then narrow down, tailoring it to each job description. So what I do is on Google docs. I have a long form version of my resume. That's 4 pages long. That includes everything I've ever done in my career from the beginning of starting my career till now

213

00:59:51.000 --> 01:00:15.920

Lisa Winston: and then I take each job description, and I save as a copy of that long form, resume. Do not accidentally edit that long form. One always have a note at the top that says, Don't forget to save. As for each job application, I have it in big, bold font to remind

me, so I always save as a copy. I remove that reminder, and then I go through, and I narrow it down

214

01:00:15.920 --> 01:00:24.939

Lisa Winston: specific to each job that I'm applying for and narrow down those pages, tailoring it to their job description side by side.

215

01:00:26.120 --> 01:00:48.979

Lisa Winston: Bring that resume with you to interviews and job fairs printed on what's called resume paper. If you just Google, resume paper, show you good examples of a very nice kind of off color document. That's a little bit thicker than printer paper that will help you stand out if you go to interviews or job fairs

216

01:00:48.980 --> 01:01:11.930

Lisa Winston: and then keep it updated as you go into each job throughout your career. I always tell people and I mean it. I update my resume every month that I'm working a new job that may seem like a lot to you. That's okay, if that's not your process. But that is my process. I go through every month, and I ask myself, what new things have I done in this month at this role?

217

01:01:11.930 --> 01:01:34.220

Lisa Winston: And then I update my resume accordingly, because it's easy for us to forget throughout our careers what we've done in a job. And I've talked to people 10 years out from a job or 5 years out from a job they can't remember. They can't explain to me what they did in that job, and it's hard we have to really jog that memory. So it's better as you go throughout your career.

218

01:01:34.491 --> 01:01:43.169

Lisa Winston: Every couple of months, if that's what works for you every 6 months, set yourself a reminder to go in and update it with new things that you've done in that role.

219

01:01:46.629 --> 01:02:13.260

Lisa Winston: I have a QR code link at the top right side for you to provide feedback on this presentation, I'd be more than happy to get your feedback to continue to improve it over time. I also have my information here to schedule an appointment. If you would like to meet with me, I am by appointment only. So you can call to schedule an appointment. I have my phone number on there. You can email me. That's the best way to contact me to schedule an appointment.

220

01:02:13.561 --> 01:02:41.269

Lisa Winston: And we can meet one of 3 ways for for resume or cover letter reviews, you can make an in person appointment, and we can have a fully in person appointment where you work with me, one on one to edit your resume. I also can create an appointment with you all over zoom where we each pull up a Google Doc, or a document of your resume, and we go through that virtually. I can do that with you, or if it works better for you, I can always.

221

01:02:41.270 --> 01:03:06.220

Lisa Winston: if you share a Google document with me, or if you share your resume virtually with me over email, I can always go back and forth and send it to you back and forth via notes or comments on your resume, and I try to make those notes very detailed to help you understand improvements that I'm suggesting for you on the resume. So, to summarize those, I can have a fully in person appointment with you.

222

01:03:06.380 --> 01:03:31.169

Lisa Winston: I can have a virtual live appointment with you, or I can work with you virtually to edit. Edit your resume back and forth, over over word or over Google docs. If you do come to meet with me fully in person. I am located in 2064, 11 a. I'm located next to the Turk. When you arrive for your appointment. You can just call this number at the top, and I will

223

01:03:31.170 --> 01:03:48.430

Lisa Winston: come, grab you and meet you for our appointment. So if you have any questions about this presentation. Please feel free to email me at Lwinston, 3 at Mountsackedu. Thank you all for attending today, and I hope that this was beneficial for you.