

1-2-3 MC CAPP RESUME CHECK

Before submitting your CAPP Resume to be reviewed by a counselor, take a moment to ensure you have customized your resume for your particular career goals AND that the resume is visually appealing.

STEP 1: TRANSFERABLE SKILLS CHECK

Regardless of your career field, you should reference all of these skills at least once in your resume. Review the checklist to determine if you have included the following skills/qualities in your summary of skills or experience section. (Note: see reverse side for formatting your Summary of Skills and Experience section.)

<input type="checkbox"/> Communication skills (verbal and written)	<input type="checkbox"/> Problem solving skills
<input type="checkbox"/> Strong work ethic	<input type="checkbox"/> Analytical skills
<input type="checkbox"/> Teamwork skills	<input type="checkbox"/> Flexibility/Adaptability
<input type="checkbox"/> Initiative	<input type="checkbox"/> Computer skills
<input type="checkbox"/> Interpersonal skills	<input type="checkbox"/> Technical skills

Source: *Job Outlook 2008, National Association of Colleges and Employers*

- **Communication (verbal/written)**—ability to listen, write and speak effectively.
- **Strong work ethic**—enjoys the job and working until a problem is solved.
- **Teamwork skills**—ability to work with others in a professional manner while attempting to achieve a common goal.
- **Initiative**—teamwork is important but so is the ability to work independently, with minimal supervision, to be a self-starter who works above and beyond assigned tasks.
- **Interpersonal skills (relates well with others)**—be able to relate to co-workers, inspire others to participate, and handle conflict.
- **Problem solving skills**—ability to find solutions to problems using creativity.
- **Analytical skills**—ability to assess a situation, seek multiple perspectives, and gather information if necessary.
- **Flexibility/Adaptability**—ability to manage multiple tasks, set priorities and adapt to changing conditions and work assignments.
- **Computer skills**—basic understanding of computer hardware and software especially word processing, spreadsheets and email such as Microsoft Office.
- **Technical skills**—ability to articulate career specific skill sets such as nursing-patient care or IT-programming skills.

STEP 2: “KEY/BUZZ” WORDS CHECK

The language in your resume should clearly reflect your career goals. Do your research to identify the “key/buzz” words for your particular industry. You can quickly identify these words by reviewing current job postings for your industry.

Also, check out the following resources for examples:

If you are uncertain as to what are considered key/buzz words for your career field, check out these resources:

- **DISCOVER**—your User ID can be found on your MyMC page—www.metro-college.com—Information found on the “Qualities tab”.
- **O*NET Online (Occupational Information Network)**-- <http://online.onetcenter.org>-- type in occupation in the “Quick Search” box located on top right corner of home page.
- **Career Voyages**—www.careervoyages.gov—Choose a career category from blue shaded area on left side of home page>>Choose “In-Demand Occupations”>>Locate your “Occupation Title” and click “Description”.
- **Quintessential Careers** – www.quintcareers.com/action_skills.html--industry specific action verbs.

Example Summary of Skill Statements:

- **Summary of skill statement example for Nursing:** *Easily develops rapport with patients, families, doctors and staff.*
- **Summary of skill statement example for Engineering:** *Able to implement strategies and make informed decisions based on data.*

STEP 3: CHECK FORMATTING

How your resume looks can be just as important as what it contains. You don't want your target employer to be distracted by poor formatting or overwhelmed by text. Keep the following formatting tips in mind when creating your resume.

Clearly define the type of job or organization, specify skills as applicable.

Objective:

Use professional sounding email address.

Jane Ann Doe
123 Main Street
Any City, KY 12345
555-555-5555
jane.doe@kctcs.edu

Use larger font than rest of text-14 points

Spell out all abbreviated words with exception of states.

Seeking a part-time position in early childhood education while pursuing my degree.

Education:

Jefferson Community and Technical College

Louisville, KY

Associate of Arts

Currently Attending

Major: Education

Spell out abbreviations such as Bachelor of Arts, not B.A.

Omit high school information

Summary of Skills:

Customize summary of skills based on academic program.

- Communicates effectively, both verbally and in writing, with students, parents, and co-workers.
- Team player who excels in building trusting relationships with individuals.
- Motivated self-starter who takes initiative with minimal supervision.
- Highly imaginative with many innovative ideas.
- Proficient in Microsoft Word, Excel, and Powerpoint and working knowledge of applications and programming.

Experience:

UPS

Louisville, KY

Small Sort Administrative Assistant

June 2008 to Present

State skills strongly: Action Verb + Details + Outcome/Results

- Correct package labels utilizing computer program.
- Scan and input 600-700 packages within a three to four hour window.
- Successfully handle multiple tasks, such as gathering invoices and maintaining package correction production.

Use consistent format (dates, titles, etc.)

Sunshine Day Care

Louisville, KY

Child Care Worker

January 2006 to June 2008

Don't use personal pronouns such as "I". Use present tense verbs for current jobs and past tense verbs for past jobs.

- Provided a safe, healthy and welcoming environment.
- Worked as a member of a co-operative team sharing housekeeping duties.
- Coordinated activities for children ages 2 to 3 in the areas of physical and emotional development.
- Instructed children in health and personal habits such as eating and hygiene.

References:

Available upon request

Make sure headings stand out.

OTHER POINTS TO REMEMBER

- Use 11 to 12 point font.
- Balance text and white space on the page; adjust margins to make sure the text will fit well on the page.
- Keep resume to one page, and ensure there are absolutely NO errors—use spell check and have someone proofread it.