

RÉSUMÉ PREPARATION FOR SUCCESS

Presentation Handouts

Notes:



Skills Inventory

Self-Management Skills

Certain personality traits, developed through experience and rooted in your temperament, are those you use to manage yourself.

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Alert | <input type="checkbox"/> Independent |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Kind |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Authentic | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Orderly |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Conforming | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Poised |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Polite |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Prompt |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Resilient |
| <input type="checkbox"/> Dynamic | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Easy-going | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Ethical | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Strong-willed |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Hard-working | <input type="checkbox"/> Thrifty |
| <input type="checkbox"/> Helpful | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Humorous | <input type="checkbox"/> Versatile |



Transferrable Skills

Core set of skills and abilities which can be applied to a wide range of work environments.

CLERICAL SKILLS

- Aid/Assist
- Bookkeeping/Spreadsheets
- Data Entry
- Filing
- Follow Directions
- Organize
- Phones (Multi-Line)
- Plan
- Reception
- Teamwork
- Typing
- Compose Documents

COMMUNICATION SKILLS

- Collaboration/Teamwork
- Define
- Explain/Express Ideas
- Grammar
- Humor (Sense of)
- Listening
- Lobby/Advocate for
- Organize
- Public Speaking
- Read
- Reason/Understand
- Write

FINANCIAL SKILLS

- Accounting Principles
- Auditing
- Adding Machine
- Balance/Reconcile
- Bookkeeping/Data Entry
- Budget/Forecast
- Calculate
- Cash Register
- Detail Oriented
- Financial Analysis
- Mathematics
- Spreadsheets
- Taxes

MANAGEMENT SKILLS

- Assign/Delegate
- Communication
- Hiring/Firing
- Leadership
- Motivation
- Negotiation
- Planning
- Organization
- Scheduling
- Set Standards
- Supervise
- Stress Management
- Time Management



Transferrable Skills (con't)

MANUAL SKILLS

- Assemble/Install
- Build/Construct
- Cook/Prepare Food
- Drive Vehicles
- Fix/Repair Electrical
- Fix/Repair Mechanical
- Landscape/Garden
- Operate Machines
- Packaging
- Physical Stamina
- Welding
- Woodworking

RESEARCH SKILLS

- Analyze
- Collect Data
- Define Problems
- Design Experiments
- Develop Questions
- Diagnose
- Extrapolate
- Interview
- Observe
- Report Results
- Research Information
- Use Statistics

SERVICE SKILLS

- Boundary Setting
- Communication
- Community Contacts
- Counseling
- Emergency Management
- Emotional Intelligence
- Empathy
- Guide/Mentor
- Human Behavior
- Listening
- Medical Knowledge
- Patience
- Organization
- Problem Solving
- Stress Management

TECHNICAL SKILLS

- Compute
- Coding
- Cyber Security
- Data Analysis
- Database Design/Management
- Debugging
- Engineering
- Measure
- Modeling & Simulation
- Network Support
- Project Management
- Software Programs
- Software Development/Testing
- Statistics
- Technical Writing



Action Verbs



Action verbs add impact to your résumé

Accomplishments

accomplished	garnered	produced
achieved	implemented	promoted
authored	incorporated	reconciled
completed	improved	reduced
established	instituted	resolved
exceeded	merged	revitalized
expanded	pioneered	shaped
founded	persuaded	strengthened



Communication/People Skills

addressed	enlisted	promoted
advertised	established	proposed
analyzed	expanded	publicized
arbitrated	explained	reconciled
arranged	expressed	recruited
articulated	formulated	rectified
authored	furnished	referred
clarified	incorporated	reinforced
collaborated	influenced	reported
communicated	interacted	resolved
composed	interpreted	responded
condensed	interviewed	reviewed
conferred	involved	scheduled
consulted	joined	solicited
contacted	judged	specified
conveyed	lectured	spoke
convinced	listened	submitted
corresponded	lobbied	suggested
created	marketed	standardized
critiqued	mediated	summarized
debated	moderated	synthesized
defined	negotiated	systematized
described	observed	translated
developed	outlined	updated
directed	participated	validated
edited	persuaded	verified
elicited	presented	wrote



Action Verbs (con't)

Creative Skills

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drafted

drew
entertained
established
expressed
expanded
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented

modeled
modified
originated
performed
photographed
played
planned
reenacted
reshaped
revised
reviewed
revitalized
shaped

Management/Leadership Skills

administered
analyzed
appointed
approved
arranged
assigned
attained
authorized
analyzed
audited
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
converted
eliminated
emphasized
enforced

enhanced
established
executed
expanded
founded
generated
handled
headed
hired
hosted
implemented
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
planned
presided

overhauled
oversaw
presented
prioritized
programmed
produced
recommended
reorganized
replaced
restructured
restored
reviewed
scheduled
solved
spearheaded
standardized
streamlined
strengthened
supplied
supervised
systematized
terminated
updated
validated
verified



Action Verbs (con't)

Financial/Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined

developed
estimated
expanded
forecasted
increased
managed
measured
merged
planned
programmed
projected
reconciled
reduced
researched

restored
retrieved
reviewed
routed
scheduled
solved
standardized
submitted
supplied
systema-
updated
validated
verified

Helping Skills

adapted
administered
adjusted
advised
advocated
aided
assessed
assisted
calculated
cared for
coached
collaborated
contributed
cooperated
corrected
counseled
demonstrated
developed
diagnosed
dosed
educated

encouraged
estimated
ensured
expedited
expanded
facilitated
familiarize
furthered
guided
helped
insured
intervened
lifted
managed
measured
motivated
organized
planned
prepared
projected
provided

reduced
rehabilitated
reminded
researched
resolved
restored
retrieved
reviewed
routed
scheduled
simplified
solved
submitted
supplied
supported
transported
updated
validated
verified
volunteered



Action Verbs (con't)

Organization/Detail Skills

alphabetized	incorporated	registered
arranged	inspected	reserved
cataloged	laid out	reviewed
categorized	maintained	routed
charted	merged	scheduled
classified	monitored	screened
coded	obtained	set up
compiled	ordered	standardized
determined	organized	submitted
developed	prepared	supplied
distributed	printed	systematized
expanded	processed	updated
filed	programmed	utilized
generated	provided	validated
implemented	purchased	verified

Research Skills

analyzed	expanded	recorded
asserted	experimented	researched
clarified	explored	reviewed
formulated	extracted	scheduled
collected	gathered	searched
compared	hypothesized	solved
concluded	identified	standardized
conducted	inspected	submitted
conserved	interpreted	summarized
converted	interviewed	surveyed
designed	invented	systematized
detected	investigated	tested
determined	located	uncovered
diagnosed	logged	updated
discovered	measured	validated
evaluated	organized	verified
examined	operated	



Action Verbs (con't)

Teaching Skills

adapted	expanded	set goals
advised	explained	simulated
clarified	facilitated	solved
coached	focused	stimulated
communicated	graded	supplied
coordinated	guided	systematized
conducted	individualized	taught
critiqued	informed	trained
demonstrated	instilled	transmitted
developed	instructed	tutored
educated	modeled	updated
enabled	motivated	validated
encouraged	persuaded	verified
evaluated	reviewed	

Technical Skills

adapted	fabricated	restored
assembled	fortified	scheduled
built	installed	solved
calculated	maintained	specialized
computed	machined	standardized
conserved	modeled	studied
constructed	operated	submitted
converted	overhauled	supplied
debugged	printed	systematized
designed	programmed	upgraded
determined	regulated	updated
developed	remodeled	utilized
engineered	repaired	validated
expanded	replaced	verified



Résumé Types



Chronological

- Most commonly used résumé style
- Résumé is in order of date; most recent first

Functional

- Résumé order is based on skills/functions
- Most helpful if current experience doesn't match the job applied for
- Also used if there are gaps in employment

Hybrid

- Has features of both chronological and functional résumés
 - Chronological layout
 - Functional bullets



Résumé Types

CHRONOLOGICAL RÉSUMÉ SAMPLE

SARAH SYVLEY MSM-HRM, SHRM-CP
9999 Monte Sano Blvd., Huntsville, AL 35802
999-123-4567 hrmanager4u@gmail.com

Seeking to obtain a position as an HR Manager or HR Generalist in a company that displays ethics, is committed to employee satisfaction, and is supportive of community service.

EDUCATION:

University of Alabama in Huntsville, MSM in Human Resource Management
University of Virginia, BS in Business Administration; Minor in Human Resource Management

QUALIFICATIONS

- Certified Human Resource professional with over 12 years of HR Generalist experience in a variety of settings
- Creative problem-solver; thrive on developing creative solutions to enhance the customer experience
- Proven ability to collaborate with others to design and implement new systems and programs
- Excellent verbal and written communication skills including: document preparation, report writing, conducting training, and developing and delivering presentations

SKILLS:

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| ➤ Benefits Administration | ➤ Employee and Labor Relations | ➤ Performance Management |
| ➤ Compensation & Classification | ➤ Leave Management/FMLA | ➤ Personnel Records Retention |
| ➤ Employment Law Compliance | ➤ Metrics & Reports | ➤ Recruiting & Staffing |
| ➤ HR Policies & Procedures | ➤ Orientation & On-Boarding | ➤ Worker's Compensation |

EXPERIENCE:

HR Generalist, ZYX Company, Huntsville, AL, 2015-present

- Met with ZYX broker to review benefit offerings and introduce alternatives, saving up to 18% annually
- Implemented ApplicantPro Applicant Tracking System to reduce job posting time by 75% and increase candidate communication; added 20 new job boards to reach more disabled and veteran candidates
- Prevented potential discrimination lawsuits, EEO claims, DOL wage violations, and OSHA fines

HR Specialist, Engineering, Inc., Sacramento, CA, 2010-2015

- In-processed 150+ new hires: enrolled in benefits, conducted E-Verify, added to HR and payroll systems
- Maintained current employment law postings; prepared and posted OSHA and EEO reports annually

Personnel Technician, Secret City Police Department, Secret City, CA, 2007-2010

- Trained supervisors/managers and implemented merit-based system for over 1,200 employees
- Participated on Secret City's Pay for Performance Program Steering Committee; revamped evaluations

AWARDS

- ZYX Company voted Best Place to Work by Huntsville/Madison County Chamber of Commerce, 2016
- Engineering, Inc. Named Top 5 Engineering Firms in U.S. by ASCE, 2010
- Unit Citation, Personnel Services Division, Secret City Police Department, 2008

CERTIFICATIONS

- Society for Human Resource Management, Senior Certified Profession (SHRM-SCP), 2015-present
- Human Resource Certification Institute, Senior Professional in Human Resources (SPHR), 2008-2015



Résumé Types

FUNCTIONAL RESUME SAMPLE

SARAH SYVLEY MSM-HRM, SHRM-CP

9999 Monte Sano Blvd., Huntsville, AL 35802

999-123-4567 hrmanager4u@gmail.com

Seeking to obtain a position as an HR Manager or HR Generalist in a company that displays ethics, is committed to employee satisfaction, and is supportive of community service.

EDUCATION:

University of Alabama in Huntsville, MSM in Human Resource Management

University of Virginia, BS in Business Administration; Minor in Human Resource Management

QUALIFICATIONS

- Certified Human Resource professional with over 12 years of HR Generalist experience in a variety of settings
- Creative problem-solver; thrive on developing creative solutions to enhance the customer experience
- Proven ability to collaborate with others to design and implement new systems and programs
- Excellent verbal and written communication skills including: document preparation, report writing, conducting training, and developing and delivering presentations

SKILLS:

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| ➤ Benefits Administration | ➤ Employee and Labor Relations | ➤ Performance Management |
| ➤ Compensation & Classification | ➤ Leave Management/FMLA | ➤ Personnel Records Retention |
| ➤ Employment Law Compliance | ➤ Metrics & Reports | ➤ Recruiting & Staffing |
| ➤ HR Policies & Procedures | ➤ Orientation & On-Boarding | ➤ Worker's Compensation |

COMPETENCIES:

Employee Benefits

- Coordinated comprehensive benefit plans for over 250 Engineering, Inc. employees
- Met with ZYX broker to review benefit offerings and introduce alternatives, saving up to 18% annually
- In-processed 150+ new hires: enrolled in benefits, conducted E-Verify, added to HR and payroll systems
 - Ensured all Police Dept employees were eligible for hire; improved benefit card receipt time by 3 days

Employment Law Compliance

- Prepared HR policies and procedures compliant with employment law; trained supervisors and managers
 - Prevented potential discrimination lawsuits, EEO claims, DOL wage violations, and OSHA fines
- Advised against terminating disabled employee; determined he was more qualified following amputation
- Maintained current employment law postings; prepared and posted OSHA and EEO reports annually

Performance Management & Recognition

- Created proactive system to track 180 officer performance reports; improved on-time rate from 85 to 99%
- Participated on Secret City's Pay for Performance Program Steering Committee; revamped Evaluations
 - Trained supervisors/managers and implemented merit-based system for over 1,200 employees

Recruiting and Staffing

- Developed new recruiting materials with focus group input to execute \$740K in Dept of Justice and City grants
 - Increased female and minority hiring by 23% and 11%; reduced employee turnover by 31%
- Implemented ApplicantPro Applicant Tracking System to reduce job posting time by 75% and increase candidate communication; added 20 new job boards to reach more disabled and veteran candidates



Résumé Types

HYBRID RÉSUMÉ SAMPLE

SARAH SYVLEY MSM-HRM, SHRM-CP
9999 Monte Sano Blvd., Huntsville, AL 35802
999-123-4567 hrmanager4u@gmail.com

Seeking to obtain a position as an HR Manager or HR Generalist in a company that displays ethics, is committed to employee satisfaction, and is supportive of community service.

EDUCATION:

University of Alabama in Huntsville, MSM in Human Resource Management
University of Virginia, BS in Business Administration; Minor in Human Resource Management

QUALIFICATIONS

- Certified Human Resource professional with over 12 years of HR Generalist experience in a variety of settings
- Creative problem-solver; thrive on developing creative solutions to enhance the customer experience
- Proven ability to collaborate with others to design and implement new systems and programs
- Excellent verbal and written communication skills including: document preparation, report writing, conducting training, and developing and delivering presentations

SKILLS:

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| ➤ Benefits Administration | ➤ Employee and Labor Relations | ➤ Performance Management |
| ➤ Compensation & Classification | ➤ Leave Management/FMLA | ➤ Personnel Records Retention |
| ➤ Employment Law Compliance | ➤ Metrics & Reports | ➤ Recruiting & Staffing |
| ➤ HR Policies & Procedures | ➤ Orientation & On-Boarding | ➤ Worker's Compensation |

EXPERIENCE:

HR Generalist, ZYX Company, Huntsville, AL, 2015-present
HR Specialist, Engineering, Inc., Sacramento, CA, 2010-2015
Personnel Technician, Secret City Police Department, Secret City, CA, 2007-2010

COMPETENCIES:

Employee Benefits

- Coordinated comprehensive benefit plans for over 250 Engineering, Inc. employees
- Met with ZYX broker to review benefit offerings and introduce alternatives, saving up to 18% annually
- In-processed 150+ new hires: enrolled in benefits, conducted E-Verify, added to HR and payroll systems

Employment Law Compliance

- Prepared HR policies and procedures compliant with employment law; trained supervisors and managers
 - Prevented potential discrimination lawsuits, EEO claims, DOL wage violations, and OSHA fines
- Maintained current employment law postings; prepared and posted OSHA and EEO reports annually

Performance Management & Recognition

- Created proactive system to track 180 officer performance reports; improved on-time rate from 85 to 99%
- Participated on Secret City's Pay for Performance Program Steering Committee; revamped Evaluations
 - Trained supervisors/managers and implemented merit-based system for over 1,200 employees

Recruiting and Staffing

- Implemented ApplicantPro Applicant Tracking System to reduce job posting time by 75% and increase candidate communication; added 20 new job boards to reach more disabled and veteran candidates

