



Kurdistan Regional Government
Council of Ministers

RESUME DEVELOPMENT

OUTLINE

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OBJECTIVES

- ✓ Purpose of resume
- ✓ Rules to writing a resume
- ✓ Key components of resume
- ✓ What a resume communicates about a candidate
- ✓ How to use a resume

FIRST IMPRESSION

- ✓ **Your resume is the first impression that the employer will have you**
 - Take time to target your resume to the job description
- ✓ **There is a lot of competition in the job market**
 - Employers only spend 10 seconds viewing your resume
 - You need to make yours the one that gets noticed

PURPOSE OF RESUME

- ✓ To win an interview
- ✓ An advertisement of you
- ✓ To market your skills and accomplishments
- ✓ To provide contact information

RULES TO WRITING A RESUME

- ✓ Don't use more than 2 to 3 fonts and sizes
- ✓ Use bullet points to rather than paragraphs, easier to read
- ✓ Start CV with a summary of your objectives and qualifications
- ✓ List all your achievements from most recent
- ✓ Careful what you put on social networks e.g. Facebook, twitter etc
- ✓ Use action words to get the employers attention

KEY COMPONENTS

HEADER

- Name belongs at the top of the page
- Name should appear in bold in a slightly larger font (22-26pt)
- Include current contact information: mailing address, phone number, and email

Jane Cowboy
1234 W. University • Stillwater, OK 74074 • (405.744.1234 • jane.cowboy@okstate.edu

Anita Job
2A Campus Park Apartments
3000 Main St.

Stillwater, OK 74076
918.765.4321
Anita.job@okstate.edu

OBJECTIVE

- Short term goal for your resume
- Clear, concise statement that is tailored to the audience
- Name the company, the position and how you can help the company in the job

- To obtain a part-time position on campus for the 2012-2013 academic year.
- To secure a finance internship for the summer of 2013.
- To utilize engineering education within a computer engineering internship role.
- Seeking an entry-level accounting position upon graduation in May 2013.

EDUCATION

- Name university
- Degree
- Year of completion
- Courses/Subjects

University of Western Australia, Australia
Bachelor of Science in Business Administration GPA: 4.6
Major: Finance

Expected Graduation: May 2014

University of California, USA
2013
Bachelor of Science in Computer Engineering GPA: 5.25

Graduation Date: May

University of Kurdistan Hawler, Kurdistan
Bachelor of Science in Mechanical and Aerospace Engineering
Minor: Mathematics
GPA: 4.0

Anticipated Graduation: December 2015

KEY COMPONENTS CONT'D

EXPERIENCE

2007 – 2009 Customer Service Manager
Woolworth Pty Ltd
Gold Coast, QLD

Key Tasks

- Supervising employees
- Cash Handling
- Pay roll

Waitress September 2010-Present
Chili's, Stillwater, OK

- Provided excellent customer service by taking orders, providing refills, and delivering food in a timely manner
- Served approximately 50 customers per shift, averaging over \$600 in sales
- Recognized as Server of the Month in July based on outstanding service, repeat customers, and positive customer satisfaction reviews

ACTIVITIES, TAKE YOUR PICK?

- Activities
- Activities and Honors
- Activities and Service
- Campus Involvement
- Campus & Community Involvement
- Honors and Awards
- Academic Achievements
- Leadership Experience
- Technical Qualifications
- Computer Skills
- Language Proficiencies
- International Experience
- Professional Memberships and Training

REFERENCE

- Name
- Position
- Phone
- Email

Put references that you know will speak highly of you

- No family or friends
- Ask reference person if they will speak on your behalf