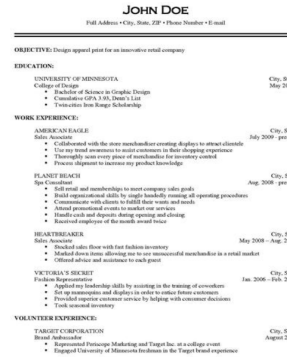




HAAMI Presentation

Career Services
Caitlin Fisher
Career Specialist

What is Career Services?



Resume and Cover Letter
Reviewing



Mock Interviews/ Interview Tips



Career Advising



Connecting Students with
Employers



Graduate School Planning



Personality Assessment



Resume Purpose

The sole purpose of a resume is to get you an interview!!!

- Advertisement of the skills and qualifications you have to offer employers
- It may be your first contact with an employer, whether applying for an internship, co-op or job opportunity.
- 15-30 seconds to make an impression

Top Tips

- No more than 2 pages
- Keep most important information at the top
 - Contact Info
 - Education
- Experience is INCLUSIVE
 - Part-time
 - Relevant Volunteer
 - Internships

FORMATTING

- ☐ Keep resume to no more than two pages
- ☐ Emphasize major headings in bold type
- ☐ Use 12-point, standard font for text and 14-16-point font for headings in black ink
- ☐ List beginning and end dates throughout the resume
- ☐ No pictures, graphics or personal information (age, weight, children, etc.)
- ☐ 1-inch Margins
- ☐ List experience and education in reverse chronological order (most recent experience first)

NAME SECTION

- ☐ Add your full name to the top line of your resume
- ☐ Include city and state only (do not include full address)
- ☐ Include your phone number with area code
- ☐ Add a professional email address (firstname.lastname@email.com)
- ☐ Optional: add a link to your online portfolio (Example: LinkedIn)

EDUCATION

- ☐ List the highest degree first (do not include high school information)
- ☐ Write the full name of the degree and major using no abbreviations
- ☐ List the full name of the institution that granted the degree including the city and state
- ☐ Include the month and year of your graduation or expected graduation date
- ☐ Include the GPA if it is 3.0 or higher

EXPERIENCE

- ☐ Include jobs, internships, practicums, residency experiences, relevant volunteer experience and paid work experience
- ☐ If some of your experience is not applicable to the job, but you can demonstrate transferrable skills, create a section called "Additional Experience"
- ☐ Include the position title, organization name, city, state and the month and years of employment or service (Example: Intern, ALSAC, Memphis, TN, January 2019-May 2019)
- ☐ Each job description should have at least two short bullet-point statements that begin with an action verb
- ☐ Explain exactly what you did or accomplished, do not simply list tasks
- ☐ Quantify and qualify descriptions whenever possible (Example: Increased new release sneaker sales by 30%)

Top Tips

- Student Involvement counts
- Student Leadership demonstrates being well-rounded

LEADERSHIP

- ☐ List campus and community activities
- ☐ List leadership positions; if the experience is applicable to the intended job, then move it to the "Experience" section.
- ☐ Generally, do not include political affiliation, religious background or other information that may be open to the reviewer's unconscious bias

OPTIONAL SECTIONS

You may also include military experience, presentations, publications, study abroad experience, etc.

HONORS

- ☐ List only honors earned after high school
- ☐ List any scholarships, assistantships, grants, honor societies, dean's lists and awards

SKILLS AND CERTIFICATIONS

- ☐ List any relevant technical skills (Example: Microsoft, Bannerweb, Adobe InDesign, Six Sigma Certified, CPR Certified)
- ☐ Reflect your skill level accurately (advanced, proficient, working knowledge)
- ☐ Include language skills and your level (fluent, conversant, etc.)
- ☐ Avoid listing soft skills (great communicator, good with children, friendly, attentive, etc.)

RELEVANT COURSES

- ☐ Only include the courses that are relevant to the intended job
- ☐ Write the full course names; do not use course numbers

Graphic Design and Art majors can demonstrate their creativity on their resumes.

The University of Memphis is an Equal Opportunity/Affirmative Action University

What if I lack experience?



What if I lack experience?



Articulate what skills you do have

Transferable skills



Include optional sections

Relevant courses (exclude GenEd courses)

Skills (Computer, Technical, Language)



Include relevant projects



Leadership and Involvement

TigerZone for Organizations



Resume Considerations

Resume DON'Ts

- Do Not Include
 - Any high school information/ experiences
 - Pictures or graphics (ATS)
 - Personal information
 - While it's illegal to discriminate against a job candidate because of his or her age, marital status, gender, religion, race, color, or national origin, it doesn't mean it doesn't happen subconsciously.
 - Everything you have ever been involved with
 - Important vs. Relevant
 - Membership does not equal leadership
 - Do not send as a Word Doc
 - Save and send/upload as a PDF

Resume DOs

- Please DO:
 - Keep your formatting simple
 - Use the job description to help develop your resume (It tells you the exact criterion desired for a qualified person)
 - Include the right keywords for the position (but don't go overboard)
 - Quantify your experiences:
 - Because 4 and 22% take less time to read than "four" and "twenty-two percent." Plus, using digits saves you space.
 - *Quadroople chec for spelin mestakes*



Expanding Your Experience

Securing an Internship

- Know your area of interest
- Work your network
 - 80% of job opportunities/ internships are obtained through networking
- Attend Employer Events- *Everything is Virtual!!* (Handshake)
- Identify companies and organizations of interest
- Obtain student level membership with professional organizations in your field

What Can You Do Now?

- Schedule a job/internship search appointment with your Career Specialist
- Attend professional events (UofM and Community – New Memphis)
- Update your Handshake/ LinkedIn Profile



Find jobs better, together.

Students

Discover and launch the best career for you.

Employers

Build your best, most diverse team yet.

Career Centers

Bring more opportunities to your students.

[Learn More](#)

No account? [Sign up here.](#)



University of Memphis

Login w/UofM
Credentials



You can also [sign in with your email address](#).
(Please use your .edu address, if applicable.)



Build your Profile Faster

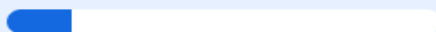
Upload your resume and we will help you complete your Handshake profile.

[Upload a Resume](#)

Tom Tiger

University of Memphis
Bachelors, Psychology
Senior

Your profile is 15% complete

[Add Primary Education](#)[Add Work Experiences](#)[Add Organizations](#)

✓ Your profile is visible to employers, students and alumni across all Handshake universities.

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education



University of Memphis primary education

Bachelors, College of Arts and Sciences

Major in Psychology

[Add School](#)

Work & Volunteer Experience



Where is somewhere you have worked or volunteered?

Company name...

Upcoming Events



Date Time	Description
February 24, 2021 5 pm - 6 pm	Speed Mentoring
February 26, 2021 9 am - 11 am	Social Work Field Agency Fair
February 26, 2021 1 pm - 4 pm	Herff College of Engineering Career Fair
March 9, 2021 3 pm - 4 pm	Resume Refresher (Career Fair Prep)
March 12 11 am - 3 pm	Science, Technology, and Math Career Fair
March 15, 2021 10 am - 11 am	Intentional Networking (Career Fair Prep)
March 18, 2021 1 pm - 4 pm	All Majors Career Fair
March 23, 2021 7 pm - 9 pm	College Trivia Night
March 24, 2021 1 pm - 3 pm	College of Health Sciences Career Fair
March 25, 2021 3 pm - 4 pm	Major Decisions (A workshop for students who are exploring their major options)
April 5, 2021 3 pm - 4 pm	How to Find an Internship
April 6, 2021 4 pm - 5 pm	#RealTalk Commercial Real Estate

FOLLOW US ON SOCIAL MEDIA



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UofM Career Services

Contact Us



Virtual Office Hours:

Monday – Friday, 8:00 a.m. - 4:30 p.m.

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