

Resume Writing Workshop

Facilitated by Dr. Lisette Caesar





Today's Objective

- ' Examine the purpose of a resume
- ' Explore soft and hard skills employers seek
- ' Identify your leadership style
- ' Deciding the type of resume you want to create
- ' Leadership verbs you should include in your resume
- ' Parts of a resume
- ' Does your internship go on your resume
- ' How to get your resume noticed
- ' Tips you need to know
- ' Comments/Questions/Next Steps

Professional Participation is Key



1. Be present (show your face at all times) throughout the presentation.
2. Mute yourself while the presenter is speaking.
3. Actively participate in small and large group presentations. Use the resources in the padlet to participate in discussions:
<https://padlet.com/lcaesar/z4otwu66wd4kv20p>
4. Be respectful to the presenter and all participants.

What is a resume?

A resume is a personal summary of your skills, education, experiences, knowledge and training. The purpose of the resume is to help candidates acquire an interview. Your resume must show your qualifications for future employment.

How does your resume show that you're the BEST candidate for the job?

Assignment #1: Take two minutes to complete the Resume Trivia Hand-out.

Breakout Groups

Discussion:

As a team decide on one correct answer for each of the 10 questions. Choose one reporter for your team to give your responses.

1. A resume is...

- An autobiography of one's career life and professional experiences in order to secure employment.
- A detailed listing of a job candidate's skills, experiences, responsibilities and achievements as these relate to the position and company being targeted.
- A complete listing of an individual's education, work experience and professional training.

2. The purpose of a resume is to...

- Establish a candidate's qualifications for a position in order to secure an interview.
- Establish a candidate's qualifications for a position in order to secure employment.
- Establish a candidate's qualifications for a position in order to eliminate the competition.

3. The length of a resume must be...

- One page, no longer.
- Two pages, no longer.
- Whatever number of pages is necessary to qualify the candidate.

4. The most important information on my resume is...

- Job experience and education.
- Contact information.
- Achievements.

5. It's okay to exaggerate information on my resume when...

- I'm writing about older, less important positions and need to make my career path more logical.
- I was shy of completing a degree by only a few credits – and a degree is a requirement of the position.
- It's never ok to exaggerate information in a resume.

6. When writing my resume, my main focus should be on...

- Who will be reading my resume.
- Presenting my best skills, experiences and achievements in priority.
- The readability and visual presentation of my document.

7. When submitting my resume to a job advertisement, I need to make certain that...

- I provide as many options for retrieving my resume as possible (ASCII, PDF, Word processed document, etc.)
- I follow the directions of the ad explicitly.
- I secure the name of the hiring manager or decision maker.

8. Certain personal information needs to be included in the resume, such as...

- My name and contact information.
- My name, contact information and date of birth.
- My name, contact information, date of birth and number of dependents.

9. A potential employer is permitted to ask me the date(s) of my graduation, therefore, I should include this/these date(s) on my resume.

- high school
- high school and college
- college

10. Posting my resume on a job search database online will make my resume available to...

- Potential employers
- Only those ads to which I respond
- Almost anyone, including my current employer

(NYS Department of Labor, 2020).

Answers to Quiz:

1. A
2. A
3. A
4. B
5. C
6. A
7. B
8. A
9. C
10. A

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(NYS Department of Labor, 2020).



Types of Resumes

- ' Chronological Resume
- ' Functional Resume
- ' Combination Resume
- ' Targeted Resume

(Balance Careers, 2020)

Chronological Resume

Chronological Resume

Most preferred resume by employers because of ease in readability.

Chronological Resume Format

Name and contact information
Janet Chobot
Little Rock, Arkansas • (123) 456-7891
agardner@email.com

Summary or objective
Summary
An exceptionally organized and friendly dental assistant with 3+ years of successful experience working with dental offices and clients.

Professional history
Professional History
Smith Family Dentistry, Dental Assistant
July 2017 – Present
• Clean and prepare treatment rooms
• Prepare patient to be seen by for dental treatment
• Answer common patient questions about dental procedures, treatments, and issues
E&H Dental, Office Assistant
August 2015 – July 2017
• Organized client schedules
• Received patients upon arrival
• Handled client billing and paperwork
• By end of work experience, took on key dental assistant roles

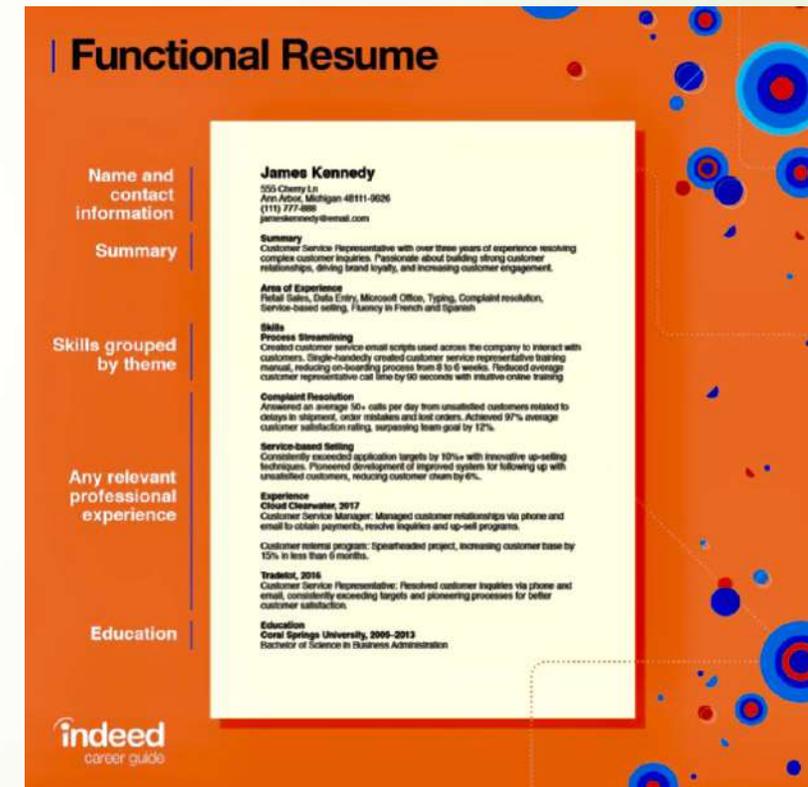
Educational history
Educational History
Little Road Junior College
August 2012 – June 2014
Certified Dental Assistant Program

Skills and abilities
Skills
Dental assistant skills include: DANB certification • X-ray certification • Denture impressions • Calming personality and demeanor • Hygienic • Minor oral surgery experience

indeed

Functional Resume

- **Functional Resume**
- This resume highlights an applicants skills after a brief summary of qualifications.





Combination Resume

Combination Resume

This resume combines the chronological and the functional resume. Skills and abilities are listed first, followed by chronological experience. This resume format is good for emphasizing specific skills and abilities of professionals with diverse backgrounds and creativity such as designers and artists.

Targeted Resume

Focuses closely on a specific job opening. The resume aligns itself to the required skills and experiences.



- ' Future school leaders should have a vast amount of targeted resumes.
- ' For example, you may have the following resumes with language specific to that position:
- ' Assistant Principal
- ' Director of Equity & Access
- ' Director of Safety
- ' Director of Technology

Other Types of Resumes

Infographic Resume

This resume includes graphics and data sets. This should only be done if you possess the skills to do it justice.

Video Resume

This is a supplement to a print resume and can either be generic or targeted.

Parts of a Resume

- Identification
- Objective or professional summary
- Skills
 - Never list more than 20 skills throughout the entire resume
- Experience
- Education
- Affiliations



- Breakout Groups Activity
- Groups will review/highlight their noticings of two resumes.
- Larger group will discuss what all the resumes have in common.



Now Let's Build Our Leadership Resume

What is your leadership IDENTITY?

- ' How do you describe yourself as a leader?
- ' What makes you stand out as a leader from other leaders?
- ' How will a prospective employer see your identity on your resume?

[Who Are You As A Leader](#)

What One Word Describes You As A Leader

Independent Work:

Draw a web with your Leadership Identity in the CENTER. In the outer circles list actions that show you in this capacity. This will help you write your LEADERSHIP SUMMAARY.

Sample Professional Summary

A driven educational leader focused on meeting students' educational needs based on a strong background in curriculum development and implementation. A leader that uses transformational leadership skills as a catalyst to effectively engage with teachers, other administrators, parents/guardians, and curriculum designers to advocate for students' social-emotional growth. A school leader that drives the development of differentiated professional support for educators through the usage of data derived from timely observations of instruction and school culture. The founding principal of an urban elementary school (3K-5) that has demonstrated flexibility and leadership skills in the ability to capitalize on emerging instructional technologies with proven successful results in distance learning.

Breakout Groups Discussion:

What is this school leader's identity based on this professional summary? What key words are used to describe this school leader's identity?

What's Your Professional Identity

Independent Work:

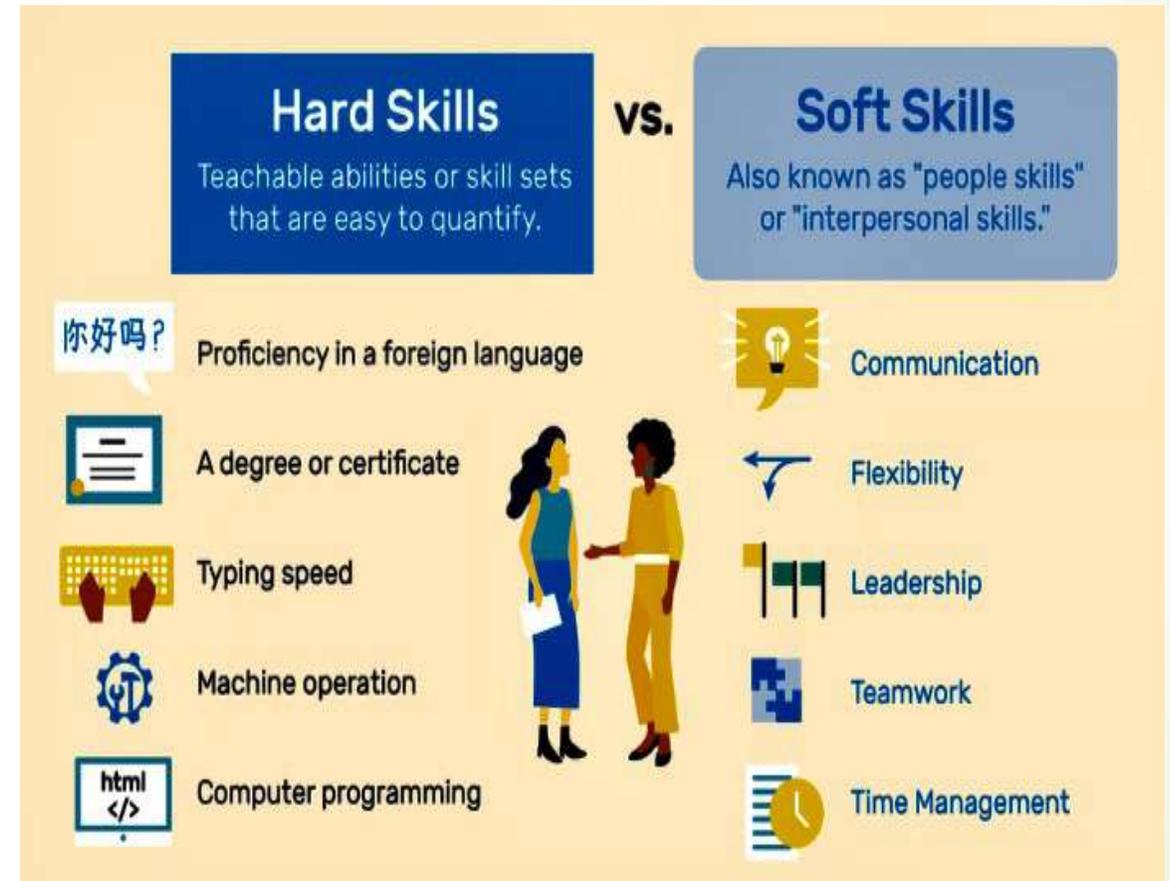
For the next ten minutes begin to write your professional summary.

What skills are employers looking for in a leader?

Soft Skills vs. Hard Skills

Assignment #2

- List two (2) hard skills an educational leader should possess
- List two (2) soft skills an educational leaders should possess
- Discuss in your breakout groups



Sample Skills Listed on a School Leader's Current Resume

• Classroom observation	• Leadership development	• Public relations
• Google & Microsoft systems	• PBIS/SEL & student safety	• Teacher mentoring and development
• Curriculum analysis & refinement	• Mission and vision planning	• Academic improvement using data
		• Budget Analysis

Independent Work:

For the next five minutes list hard skills that you currently possess that would be attractive to a prospective employer.

Leadership Verbs

Accommodated	Achieved	Acquired	Acted	Adapted	Addressed	Adjusted	Administered	Advised
Aided	Amended	Analyzed	Ascertained	Assessed	Assigned	Assisted	Boosted	Built
Calculated	Carried out	Coached	Collaborated	Collected	Combined	Communicated	Compared	Composed
Conceived	Conducted	Constructed	Consulted	Contributed	Coordinated	Corrected	Corresponded	Counseled
Crafted	Created	Critiqued	Deliberated	Delivered	Demonstrated	Designed	Determined	Developed
Devised	Diagnosed	Differentiated	Directed	Distributed	Drafted	Earned	Eased	Edited
Educated	Enabled	Encouraged	Enhanced	Enriched	Ensured	Established	Evaluated	Expanded
Explained	Facilitated	Familiarized	Focused	Fostered	Founded	Gained	Generated	Graded
Greeted	Guided	Helped	Highlighted	Identified	Illustrated	Implemented	Improved	Improvised
Increased	Indicated	Influenced	Informed	Initiated	Instructed	Integrated	Interpreted	Introduced
Issued	Justified	Launched	Lectured	Led	Maintained	Managed	Mapped out	Measured
Mediated	Mentored	Mobilized	Modeled	Moderated	Modified	Monitored	Motivated	Observed
Obtained	Ordered	Organized	Oversaw	Planned	Prepared	Presented	Programmed	Promoted
Provided	Recommended	Reduced	Regulated	Reinforced	Resolved	Restored	Revised	Scheduled
Served	Set goals	Shaped	Simplified	Spoke	Streamlined	Strengthened	Submitted	Suggested
Summarized	Supervised	Supplemented	Supplied	Supported	Synthesized	Tabulated	Tailored	Targeted
Taught	Tested	Tracked	Trained	Translated	Tutored	Updated	Volunteered	Welcomed

Sample of Verbs Listed on a Current NYC Principal's Resume

- Coordinate the selection of diverse instructional resources, including trade books, supplemental resources, and technology-based tools to supplement curriculum materials.
- Facilitate community outreach to support the academic and social needs of the school community.
- Utilize online learning platforms to lead and moderate professional discussions and facilitate collaborative peer groups for staff professional growth.
- Maintain high visibility and interaction with students, staff, and community to foster and nurture a positive teaching and learning community.
- Enhances the performance of teachers through frequent observations, immediate feedback, and the development of individualized professional learning plans to improve student achievement.
- Communicate positive affirmations to build community and culture



Should I Include My Internship Experience

Do's

- YES, definitely include it
- Include all leadership internships under the experience section of your resume
- Include your internship title (Instructional Specialist Intern, Administrative Intern)
- Add start and completion date
- Add internship supervisor to your reference page (with permission)

Don'ts

- Just write "intern"
- Don't add skills/jobs you did not do
- Do not add your internship supervisor to your references page without permission



Get Your Resume NOTICED!!!

- Add PAR statements
- “Here is an easy to learn technique to enhance your resume using PAR statements. ***Problem*** (or Challenge) – ***Action*** – ***Result*** Statements can also be referred to as Accomplishment Statements. These statements describe a problem you faced, the action(s) you took to overcome the problem, and the result(s) of your actions.”
- Use the handout to write out two PAR statements. In your breakout groups, discuss and edit your statements.
- Decide where these statements would fit in your resume.

LinkedIn, 2019

Other Ways to Showcase Your Results

Use a “Bullet Point Formula”: Action Verb – Example – Result

Examples:

- Developed a strong cohesive academic team by establishing high expectations and encouraging a team approach to address school goals and issues while continually promoting creativity, respect, and innovation through professional development initiatives.
- Actively involved in “Child Study”, consisting of a team of administrators, counselors, district special education supervisors, and social workers who meet weekly to discuss “at risk” students; upheld the highest of confidentiality while devising an action plan, i.e., referrals for special education, testing, or outside placement.



Is Your Resume Visually Appealing?

- ' The resume has consistency and uniformity in the use of italics, bullets, boldface and underlining
- ' There are no errors (Use programs such as Grammarly to review your resume)
- ' Strengths are highlighted
- ' Focuses on the needs of the employer



8 Highly Effective Tips for Writing and Submitting an Educational Leadership Resume to Show Your Skills.

- Prove you have transferable skills if transitioning from a teaching position.
 - List educational administration related areas of skill and expertise.
 - Incorporate your educational leadership style.
 - Use separate sections to showcase your school administrative, leadership, and teaching experience.
 - Incorporate school committees and district teams in which you have participated.
 - Set aside some space for community involvement and volunteer work.
 - Include any leadership role you took with remote learning
- *Do a KEYWORD search of the application and then your resume to make sure you have the same key words.

Resume Review

Now that you have an idea of how to organize your resume, feel free to send me the completed resume via email: principalcaesar@gmail.com

Thank you for your participation.

Dr. Lisette Caesar