

Refreshing your Resume

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What the purpose of a resume?

The greatest irony of a resume is that you are tell the story of your past accomplishments in order to demonstrate that you are able to be successful in something new, something you may not have yet done, your next challenge.

3 Types of Resumes

Master Resume

- All positions held
- Copies of position descriptions
- Awards received
- Education, trainings, & certifications
- Presentations & publications
- Awards
- Samples of work

Go-to Resume

- Elevator pitch of resumes
- Focus on strengths
- Highlight accomplishments
- Overview of experience
- Summarize education
- What you *want* to do

Job-specific Resume

- Tailor to position description
- Use keywords (get through the screening)
- Tell a story (appeal to the hiring manager)
- Ditch the objective
- Add a "skill block"
- Save file carefully (e.g., last.first_company_position.PDF)

3 Styles of Resume

Chronological

- Most traditional
- In order date order, most recent first
- Skills & accomplishments under each position

Functional

- Skill focused
- Positions are listed similar to education
- Good if making a major transition or have been out of the workplace
- May look like you're hiding something

Combination

- Combines the strengths of the functional and chronological resume
- Highlight key achievements and skills (keyed to position you are seeking)
- Includes professional history with shorter descriptions

Specific Tips by Experience

Senior/Executive

- Personal brand leads
- Networking is key
- Lead with career highlights, tailored to position
- Trim position specifics, especially older and less relevant roles

Mid-Career

- Personal branding: Decide where you want to go and tell a story that gets you there
- Get clear about your key accomplishments (replaces or supersedes skills block)
- Include metrics
- Trim non-relevant positions (entirely, or list without description)
- Remove tasks you don't want to do [anymore]

Early Careerists/Professional

- Shorten education block: remove dates, GPA, activities
- Include a skill block, summarizing your experiences and skills
- Highlight areas of responsibility, autonomy, and growth
- List professional development coursework and trainings
- Include involvement in professional association(s)



Troubleshooting: Ideas for Frequently Asked Questions

Length

- At what point did you start skimming?

Visual appeal matters

- Margins: narrow is OK
- White space matters
- Organization: make it easy to find important information
- Fonts & font size: pick 2 fonts and limit sizes
- Formatting: overall gestalt, choose bullets carefully

One Organization, Many Positions

Organization Name	Dates
<i>Most recent position</i> <ul style="list-style-type: none">• Highlight 1• Highlight 2	<i>dates</i>
<i>2nd most recent position</i> <ul style="list-style-type: none">• Highlight 1• Highlight 2	<i>dates</i>
<i>3rd most recent position</i> <ul style="list-style-type: none">• Highlight 1• Highlight 2	<i>dates</i>

