

“Walk Me Through Your Resume”

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Welcome



2022

Objective:

2022

- **Resume or CV?**
- **Rethinking your skills**
- **Walk Through A Resume**
 - **Interview**
 - **Review**

Let's Define It!

What is a CV?

- A CV or Curriculum vitae is a detailed document sharing your career history, education, awards, special honors, grants or scholarships, research or academic projects and publications.

What is a Resume?

- A Resume is a document that summarizes your career history, skills and education. A resume may list professional associations, volunteer work, an objective statement and professional goals.

Resume or CV

The Difference

- Length
- Experience and Career type
- Ability to customize
- Geography

Should I use a Resume or CV?

- What kind of job are you applying for?
- Where is the company based?

Resume or CV?

- Full Name
- Contact Information
- Professional title
- Research interests
- Education
- Publications
- Teaching or lecturing experience
- Work experience
- Conferences and courses
- Skills
- Grants of fellowship
- References

Artist CV

By Resume Genius

Address: Chicago, IL 60160
Phone: (312) 975-8803
Email: adalia.jones@gmail.com
LinkedIn: LinkedIn.com/in/adalia.jones

Education

2013 MFA, Studio: Painting and Drawing, School of the Art Institute of Chicago, Chicago, IL
2010 BA, Studio Art, with distinction, University of Chicago, Chicago, IL

Professional Experience

2018-Present Adjunct Instructor, University of Chicago, Chicago, IL
2015-2017 Teaching Assistant, Studio Art, University of Chicago, Chicago, IL
2013-2015 Art Teacher, Orr Academy Highschool, Chicago, IL
2010-2011 Teacher's Assistant, Art, Orr Academy Highschool, Chicago, IL

Awards, Grants & Fellowships

2021 Esteemed Artist Award, Chicago, IL
2020 3Arts Award Recipient, Chicago, IL
2009 UChicago Arts Student Summer Fellowship, Chicago, IL

Exhibitions

2021 Two-person Exhibition, *Looking Forward*, Lillstreet Art Center, Chicago, IL (catalogue)
Solo Exhibition, *World on Fire*, Gallery 400, Chicago, IL
2020 Solo Exhibition, *Dreams from the Future*, Field Museum, Chicago, IL
Collaborative project, *Chicago: A History of Brutality*, Nickerson House, Chicago, IL (in collaboration with Samuel Ellis, James John and Ellen Thompson)
2018 Collaborative project, *American Dreams*, Gruen Galleries, Chicago, IL (in collaboration with Mandy Su)
2017 Solo Exhibition, *Considerations of the Hourglass*, Hyde Park Art Center, Chicago, IL (catalogue)
2016 Group Exhibition, *Fragments of Mind*, The Art Institute of Chicago, Chicago, IL (curated by Renee Alexander)
2013 Two-person Exhibition, *Memories of My Mother*, SAIC Galleries, Chicago, IL

Resume or CV?

- Full Name
- Education
- Job Title, or name of position
- Relevant skills
- Contact Information
- Relevant certifications and interests
- Resume Summary or objective
- Work experience

MB / MELISSA BROWN

E: example@example.com | (555) 555-5555 | A: Duarte, CA 91010

PROFESSIONAL SUMMARY

Knowledgeable Yoga Instructor trained in Restorative and Hatha techniques and offering seven years of experience as a group instructor. Able to leverage diverse styles and methods for different skill levels. Caring, patient, and observant leader with a hands-on manner.

WORK HISTORY

Thee Balancing Act - Yoga Instructor

Duarte, CA
01/2021 - Current

- Explain different yoga styles and poses to a maximum of 10 students during each class.
- Arrive early to set up the room, greet students and answer questions.
- Lead up to eight classes per week.

Yoga Cove - Yoga Teacher Assistant

Monrovia, CA
01/2016 - 03/2020

- Developed new yoga skills through continuous study and practice.
- Cultivated positive relationships with over 20 participants by interacting with a group during fitness classes each time.
- Kept classrooms clean, neat, and adequately sanitized for student health and classroom efficiency.

California State University Bakersfield - Graduate Research Assistant

Bakersfield, CA
07/2015 - 04/2016

- Supported six department members with administrative, research, and academic assistance.
- Prepared materials for reports, presentations, and submission to peer-reviewed journal publications.
- Gathered, reviewed, and summarized literature from scientific journals such as SciFinder and PubMed and produced graphs and other scientific calculations using MS Excel.

SKILLS

- Motivational speaker
- Anatomical knowledge
- Restorative and Hatha yoga
- Form expertise
- Rehabilitation techniques
- Safety awareness
- Facilities maintenance
- Excellent communication skills

EDUCATION

Shasta Yoga Institute
Mount Shasta, CA

Yoga Training

California State University - Bakersfield
Bakersfield, CA

Bachelor of Science
Physical Fitness Technician
• Minored in [Biology](#)

CERTIFICATIONS

- First Aid/CPR Certified
- Certified Yoga Instructor - 2015

Rethinking Your Skills

Hard Skills v. Soft Skills

2022

Hard Skills

Also known as technical skills

- Typing Proficiency
- Data analysis
- Budgeting
- Coding
- Knowledge of software (i.e., Microsoft, Adobe)
- Bilingual or multilingual

Soft Skills

- Networking
- Empathy
- Negotiation
- Teamwork
- Leadership
- Independence
- Adaptability

Top 10 Soft Skills Employers Love

1. Time Management

2. Communication

3. Adaptability

4. Problem-solving

5. Teamwork

6. Creativity

7. Leadership

8. Interpersonal Skills

9. Work Ethic

10. Attention to Detail

Why Soft Skills?

- Indicate longevity
- Measure Teamwork
- Maintain relationships
 - Grow a network
 - Develop leadership
 - Prove initiative

Walk Me Through Your Resume

How to
Format Your Resume

Walk Me Through Your Resume



Your Resume

2022

- Keep it Simple
- Use a Summary Statement Instead of an Objective
- Spotlight Key Skills
- Put Your Latest Experience First
- Break it Down
- Education

Font Suggestions:

- Sans Serifs
- Arial
- Verdana
- Trebuchet MS
- Century Gothic
- Gill Sans MT (but never Comic Sans)
- Lucida Sans
- Tahoma
- Helvetica

Try to stay between 10.5 and 12 points

Additional Tips

2022

Additional Tips:

- Check for grammar and spelling mistakes
- Punctuation
- Rambling (too long)
- Incorrect contact information
- Experience too long-Keep to 10 years or less

Success Verbs for Resume:

- Accelerated
- Achieved
- Added
- Awarded
- Contributed
- Decreased
- Delivered
- Eliminated
- Gained
- Generated
- Improved
- Introduced
- Optimized

“Walk Me Through Your Resume”

Why do Employers
ask this question?



Why Employers Ask...

“Walk me through your resume”

- Employers use this phrase to assess whether you have the right qualifications
- Helps Employers learn more about your professional background
- A chance to prove that you have the right personality, skills and experience for the role.

How To Answer...

“Walk me through your resume”

- Focus on your most relevant experience
- Show what value you can add
- Mention specific accomplishments
- Highlight your skills section
- Prove that you will be a good fit

Example Answers to...

“Walk me through your resume”

Research Assistant

"During my time at the **University of Wisconsin-Madison**, I spent my undergrad as a **research technician** for the department of zoology. During this time, much of my research work involved the **study of primate behavior**. Once I **graduated** from my program, I found a **research role** with the **University of Wisconsin - Milwaukee**. I also worked in their **zoology lab**, this time focusing on how therapy animals affect human health and well-being. During these studies, I was **responsible for recording data and running reports**.

"I find that both of these experiences have prepared me for the next step in my career. Along with getting used to working in a lab setting, I have definitely improved **my communication, organization and critical-thinking abilities**, as I have highlighted in the skills section of my resume. I can **effectively work with others** and find that I have quite a bit of **patience** when it comes to research methodology."

Interview

“Walk Me Through Your Resume.”



10 Tips to Succeed in Your Next Interview

2022

- Research the company and your interviewers
- Practice your answers to common interview questions
- Study the job description and note required skills, qualities and experience
- Answer questions using the Situation, Task, Action and Results method (STAR)
- Recruit friends to practice answering questions
- Be prepared with examples of your work
- Plan your interview attire the night before
- Prepare smart questions for your interviewers
- Bring copies of your resume, a notebook and pen
- Tie your answers back to your skills and accomplishments

Additional Tips to Prepare:

Let's Prep!



Be prepared!

- ❑ Practice speaking and body language
- ❑ Prepare thoughtful questions for interview
- ❑ Prepare your travel arrangements
- ❑ Sell Yourself!

Interview Questions

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How to answer questions about conflict.

- ❑ Prepare for the question
- ❑ Be professional
- ❑ Give important context
- ❑ Focus on the resolution



Interview Questions

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Example Questions

Tell us about the most difficult customer encounter you have experienced. What specifically did you do to handle the situation?

Tell me about a time when you had to change your behavior to work successfully with others.

Without naming names, which of your past bosses did you least enjoy working with? What factors contributed to this feeling?



Review:

2022



Resume v. CV

The difference is length, experience, ability to customize and geography.



Soft Skills v. Hard Skills

Hard skills = Technical

Soft Skills = Personal traits



Formatting Resume

Short and to the point



Walk Me Through Your Resume

Sell Yourself in Summary



Interview

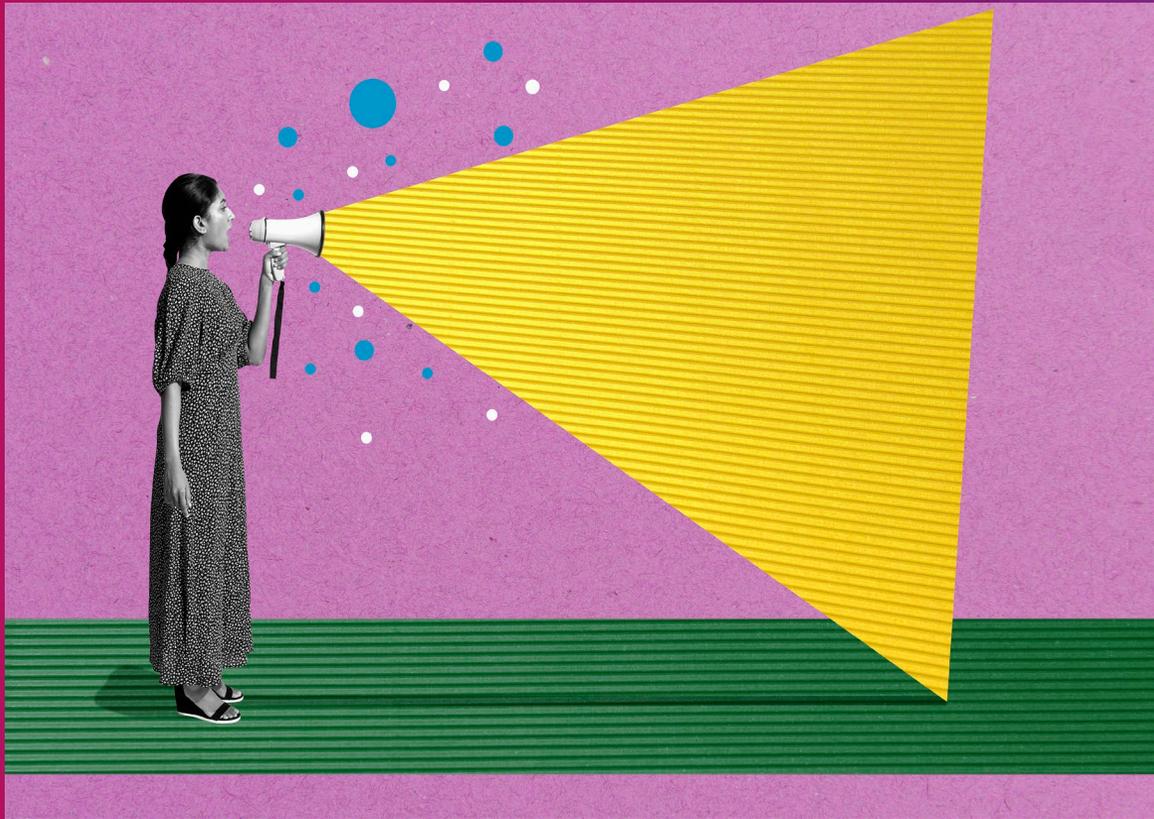
Be prepared for situation-based questions. S.T.A.R



Questions?

Walk Me Through Your Resume

How can HR help you?



Contact the HR Employment and Records Team!

We will assist with resume
review and/or interview prep

910 Madison Plaza 1st floor
901.448.5600



References

Interview Questions: “Walk Me Through Your Resume”

<https://www.indeed.com/career-advice/interviewing/walk-me-through-your-resume>

What's the Difference between a Resume and CV

<https://www.indeed.com/career-advice/resumes-cover-letters/difference-between-resume-and-cv>

How to prepare for an Interview in 11 steps

<https://www.indeed.com/career-advice/interviewing/how-to-prepare-for-an-interview>

Interview Questions and Answers

https://www.indeed.com/hire/interview-questions?gclid=EAIaIQobChMIhMmQsoaU-AIVQP7jBx2tpAQFEAAYASAAEgLBiPD_BwE&acid=

CV vs Resume -5+ Key Differences [w/examples]

<https://novoresume.com/career-blog/cv-vs-resume-what-is-the-difference>

Interview Questions “Walk Me Through Your Resume”

<https://www.indeed.com/career-advice/interviewing/walk-me-through-your-resume>

How to talk about conflict with your boss in an interview

<https://www.indeed.com/career-advice/interviewing/conflict-with-boss>