

Check out www.careers.cmich.edu for Fall 2014 and Spring 2015 Program Information!

KEY CONCEPTS

- **HUB RESUME** (YOUR Diary): Not used for applications
- **APPLICATION RESUMES**: Target positions, employers, industries (save each one)
- STAND OUT! BE UNIQUE!
- How long should a resume be? How long is a good song, book, story..? CATCH and KEEP employers' attention!

Step 1: FORMAT (Scannable?) Clean, Consistent, No Clutter, Uses Space Well

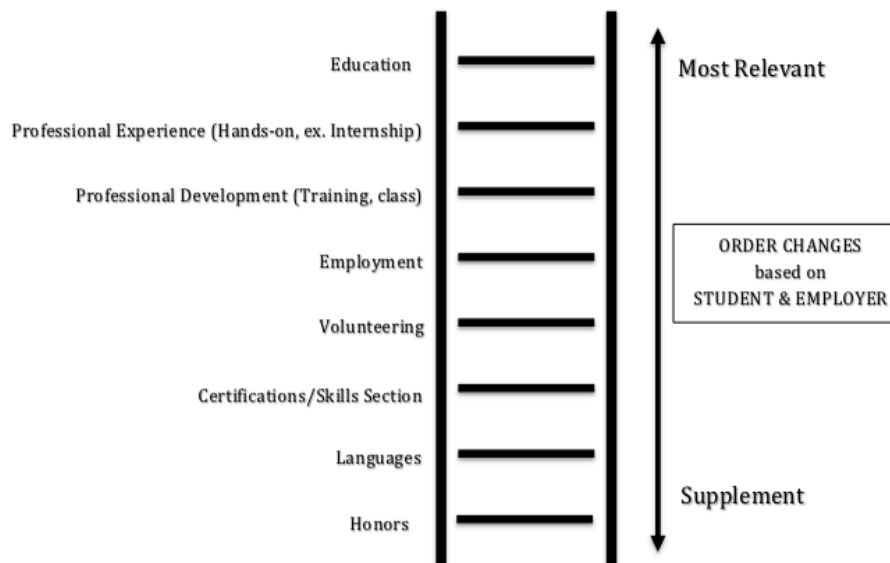
- Utilize pg. 11 in the Career Guide as an example; 10-12 pt. font, .5 margins

Step 2: INVENTORY (skills, experiences) to develop HEADINGS

- Utilize postings and ["What Can I Do with this Major?"](#) site (CS website under "Career Exploration")

Resume Ladder

(Reach YOUR Dream job/internship)



Step 3: DETAILS

- Utilize pg. 9 "Effective Bullet-Points" and pg. 10 "Action Verbs" in the Career Guide
- **SKELETON** sentence (Action Verb, Who & What, Why/Result)
 - ex. Advised undergraduates and graduates on career resources to help them secure jobs and internships.
- Add **MEAT** to the bones (#'s, descriptors...)
 - ex. Advised over 1,000 undergraduates and graduates on application materials, career development, and search strategies to help secure jobs and internships.

KEY CONCEPTS

- **WRITTEN PRE-INTERVIEW**
- **CRAFT to TARGET** positions and employers
- **MAGNIFY** your most **RELEVANT EXPERIENCE** from your Resume

Step 1: FORMAT

- Utilize pg. 19-20 in the Career Guide
- 3-4 paragraph format
- Heading consistent with resume and other application materials

Step 2: CONTENT (SUMMARIZE YOU and THEM while CONNECTING the two)

- **INTRODUCTION: CONNECT**
 - List position and give company a valid REASON TO REMEMBER YOU (person, experience, skills, goals...)
- **MIDDLE PARAGRAPH(S): DEVELOP THEMES**
 - Show relevant experience and connect it to position qualifications and employer profile
 - Create themed paragraphs by skill sets, types of experiences, environments you've been in, current and future goals...
- **END: SUMMARY, CONTACT**
 - Best way to be contacted, final summary of your skills and experiences, excitement about opportunity (looking forward to discussing the opportunity further....THANK YOU FOR YOUR TIME)

Advisor _____



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Tailored to fit your major and interest areas

CALL 989-774-3068 for a 1-1 appointment with a full-time staff member!

- Julia Sherlock (Director):** Global Campus, Alumni 2 years out
Rob VanDorin (Associate Director): Employer Relations
Erik Simon (Assistant Director): College of Communication & Fine Arts, College of Humanities & Social & Behavioral Sciences
Heather Masters (Career Coach): College of Business, College of Science & Technology
Elizabeth Heintzkill (Career Coach): College of Education & Human Services, College of Health Professions