



BLUEPRINT FOR SUCCESS
Polishing Your
Resume



CAREER AND PROFESSIONAL
DEVELOPMENT
VIRGINIA TECH.

School of Architecture
School of Design

Quick Quiz

Take your best guess

How many times will the average person change jobs in their lifetime?

*10-15 times
(average is 12)*

How long do recruiters spend reviewing your resume?

*8 seconds
(average)*

What percent of applicants can be screened out by an Applicant Tracking System (ATS)?

70-90%

CAT'S RESUME



HUNTER



SLEEP EXPERT



STYLIST



SINGER



BOX INSPECTOR



NEGOTIATOR



FOOD DISPOSAL



ABSTRACT ARTIST



NINJA

Tell
Your
Story

Basics

What do *you* think should be included on a resume?

What else?

- Objective
- Related Courses
- Activities/Involvement/Leadership
- Awards
- Volunteering

✓ **Name & Contact Information**

Bold, easy to see/read first!
At minimum email & phone number

✓ **Education**

High school? Okay as freshman, but remove after first year in college

✓ **Experience**

Relevant experience that relates to position applying for - which can include jobs, internships, projects, research

✓ **Skills**

Relevant skills, such as languages, computer/technical, certifications/trainings

✓ **Experience**

Any **other** work experiences that may not be related, but demonstrate other abilities (leadership, commitment, etc.)



Quick RESUME TIPS

- ◇ Be brief, giving a concise snapshot of your accomplishments
- ◇ Be consistent with formatting
- ◇ Prioritize what is relevant to each job
- ◇ Use bold and italic sparingly & intentionally
- ◇ Don't include references or objectives*
- ◇ Reverse chronological order in each category
- ◇ Past tense for past experience, present tense for current
- ◇ Easy to read – white space, font size, organized
- ◇ Keep a master resume

Constructing BULLET STATEMENTS

- ◇ Give important context to your experiences beyond title
- ◇ Quantify your bullets (#, %, \$)
- ◇ Demonstrate your skills – **show**, *don't tell*
- ◇ Start each statement with a strong action verb to demonstrate those skills
- ◇ Focus on your impact or results – *avoid saying "duties include..."*

Challenge | Action | Result

WHAT | HOW | WHY

MAKING IT *tangible*...

Quantify

Results

How much, how many, how often?

- *Increased membership by 55% through...*
- *Raised over \$4,000 for the American Cancer Society through...*

Think about accomplishments

- *Promoted to team lead after first month...*
- *Developed partnership with local after-school program*

Don't just tell...

Skills: AutoCAD | Revit | Sketchup | Photoshop | InDesign | Enscape 3D | Microsoft Office | Model making | Sketching | Cost estimation

Show!

- Modelled 60-story mixed-use project using Revit and AutoCAD to create construction documents and calculate accurate quantities of building materials to reduce wastage up to 15%

Don't include *opinions*...

Only *facts*!

OPINION

"Strong team leader"

"Great communicator"

"Hard worker"

FACT

"Led a team of 14 undergraduate students in..."

"Served as a conversation host for international students"

"Increased membership by 45% through weekly outreach efforts..."



Types of
RESUMES

Traditional Resume

- Used in “non-design-based” fields and positions
- List experiences in reverse chronological order
- Tailored to position (relevant information)
- Simple = better

Danielle W. Silva

College Address:
115 Slusher Hall, Virginia Tech
Blacksburg, VA 24061

dwsilva@vt.edu
(540) 111-2345

Permanent Address:
1234 Forest Lane
Frederick, MD 20872

EDUCATION **B.S. Building Construction** (Minor: Real Estate) Expected Graduation: May 20XX
Virginia Tech, Blacksburg, VA GPA: 3.2/4.0

SKILLS AutoCAD, Autodesk Revit, Navisworks, Microsoft Visio, Microsoft Project, Microsoft Office

RELATED EXPERIENCE **Project Engineer Co-op**, CK Commercial, Millersville, MD
May 20XX – December 20XX

- Assisted in maintaining project office and records, including project directory, submittal logs, RFI logs, material delivery logs, close out logs, etc.
- Processed shop drawings and submittals, logging and tracking all project documentation under supervision of project manager.
- Supported creation and management of project schedules.
- Identified and resolved field issues.
- Prepared and processed close-out materials; e.g. as-built drawings, warranties, lien releases, operation and maintenance manuals and punch list control.
- Coordinated work with site subcontractors, inspectors, architects, engineers, and project owner representatives.

OTHER EXPERIENCE **Self-employed**, Lawn care business, Frederick, MD
Summers 20XX & 20XX

- Solicited business through cold calls and visits.
- Increased customer base through referrals for quality work.
- Performed all necessary equipment maintenance and repairs.
- Covered all expenses and yielded net annual profits of over \$4000.

Server, Family Restaurant, Frederick, MD
May 20XX – August 20XX, High school & summers

- Trained on and used excellent customer service practices in fast-paced work environment.
- Participated in corporate program to increase sales; achieved all sales goals.
- Summers: worked 40+ hours/week; school year: worked 15 hours/week.

ACTIVITIES Women in Construction, Vice-President, 20XX-20XX
Symphonic Band, Virginia Tech, 20XX-present
Big Brother, Big Sister Program, 20XX-present
High School Varsity Volleyball Team, 20XX-20XX
High School Symphonic Band, 20XX-20XX

HONORS Outstanding Sophomore in Building Construction, 20XX
Maryland Distinguished Scholar, Honorable Mention, 20XX
Scholar Athlete Award, 20XX-20XX
Merit Award, Honorable Mention, 20XX Media Festival, Photography Division

Design Resume

- Used for creative/design fields and positions
- Same basic information (*bio, skills, education, experiences, etc.*) may have less text
- No photo, unless required for the job (*example: model or actor*)
- Should be created BY YOU (*not an online resource*)
- Can include a personal logo and limited use of color
- Let content drive design, not other way around
- Match to formatting/design of portfolio
- Have two versions (design/traditional)
- Check for grammar & spelling

BC

Bradley Camden

CONTACT

Portfolio:
issuu.com/hokiesvt

mynme@vt.edu

555-231-5555

515 Cherry Tree Lane
Blacksburg, VA 24060

SKILLS

Photoshop

Illustrator

InDesign

AutoCAD

SketchUp

Revit

Drawing, Sketching,
Rendering, Drafting

Microsoft Office
(Word, PowerPoint,
Excel, Publisher)

AWARDS

Dean's List
(20XX, 20XX)

2nd Place -
InterDesign
Region IV Contest
(20XX)

Education

Bachelor of Science: Interior Design (Minor: Italian) Expected: May 20XX
Virginia Tech | Blacksburg, VA GPA: 3.85

Italy Study Abroad Fall 20XX
Florence Institute of Design International | Florence, Italy 4.00

Related Experience

Interior Design Intern May 20XX - August 20XX
Wayfair LLC | Boston, MA

- Utilized AutoCAD for space planning, furniture layouts, and generating parts lists
- Established project budget and timeline
- Finalized all furniture layouts, finishes, and specifications
- Generated drawings, including 2D, 3D, and installation plans
- Prepared customer presentations, including look books, PowerPoints, and design binders
- Participated in final installation walkthrough

Interior Design Apprentice January 20XX - December 20XX
HokieDesign LLC | Blacksburg, VA

- Shadowed three local interior designers in business operations, project management, and design
- Completed master bedroom design concept and color scheme under supervision of the head designer
- Assisted with sampling and purchasing of fabrics and other materials

Involvement

Vice-President August 20XX - Present
Interior Designers for Education and Sustainability (IDEAS)

Ambassador August 20XX - Present
College of Architecture and Urban Studies

Other Employment

Host January 20XX - May 20XX
Cabo Fish Taco | Blacksburg, VA

What not to do...



JOHN SMITH

Web Developer

// OVERPOINT

My name is John Smith lorem lectu si pur id fringilla ut. sodis ac nibh. sita pretium. liberon ciliatuhin portitor amet massa Done cporitior dolor les tei lorem ipsum is cporitior on the soon xalls aggreffringilla. and lorem. or dolor same name lorem pretium for em ipsum dolor is massa done on stie ac ribh. cledite pretium. liberon hudi portitor amet massa Done quit stud exerci tation ullamcoerper suscipit orli.

// CONTACT


Phone: 123 456 789
Email: user@name@gmail.com
Website: www.domain.com
Address: Lorem ipsum, 77 Seventh Avenue, Post Code, NY

// PRO SKILLS

- MS Word
- HTML/CSS
- InDesign
- Illustrator
- Photoshop
- Wordpress

// PRE SKILLS

- Analytical
- Creative
- Energy
- Teamwork
- Motivation
- Positive



Surname Name

+000 123 456 789
hello@yourdomain.com
www.yourdomain.com

Illustrator, Web & Graphic designer
City, State

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text.

Oct 2015 – Present

Illustrator, Web & Graphic designer
Name and address of employer: "Phantom"
United States
[www.employer.com](#)

Jun 2012 – Oct 2015

Illustrator, Web & Graphic designer
Name and address of employer: "Phantom"
United States
[www.employer.com](#)

Nov 2010 – Feb 2012

Illustrator, Web & Graphic designer
Name and address of employer: "Phantom"
United States

EDUCATION

Name of University Specialization
2000 – 2004

PROFICIENCY

Drawing
Creative
Eye for the detail
Communication Skills

TECHNICAL SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe Fireworks
HTML
CSS

INTERESTS

Football
Movies
Games



DMIRELAIR ELALTNC

+000 123 456 789
hello@yourdomain.com
www.yourdomain.com

Illustrator, Web & Graphic designer
City, State

Oct 2015 – Present

Illustrator, Web & Graphic designer
Name and address of employer: "Phantom"
United States
[www.employer.com](#)

Jun 2012 – Oct 2015

Illustrator, Web & Graphic designer
Name and address of employer: "Phantom"
United States
[www.employer.com](#)

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Illustrator, Web & Graphic designer
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EDUCATION

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PROFICIENCY

Drawing
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TECHNICAL SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe Fireworks
HTML
CSS

INTERESTS

Football
Movies
Games

Skills-Based Resume

- Sometimes used for local, state, and regional government jobs
 - Demonstrate skills related to the position you are applying for
 - Shows HOW you utilized your skills
 - Can easily be confusing to the reader
- **Be cautious:* Many employers do not like skills-based resumes

Jacob A. Kelly

jakelly@vt.edu | (703) 654-3210

College: 600 Jackson St., Apt. C, Blacksburg, VA 24060 | Permanent: 4156 Hawthorne Circle, Reston, VA 12345

EDUCATION	Bachelor of Arts: Smart and Sustainable Cities (Minor: History) Virginia Tech, Blacksburg, VA Dean's List: Fall 2015, 2016; Spring 2015, 2016, 2017	December 20XX GPA: 3.3
SKILLS	Data Analytics <ul style="list-style-type: none">- Completed coursework in Urban Analytics for Decision-Making, Urban and Regional Analysis, Introduction to Urban Analytics, and Statistics for Social Sciences- Computer skills include advanced use of Microsoft Excel and working knowledge of SPSS- Experienced in data collection and quantitative and qualitative research methodology Planning/Policy Research <ul style="list-style-type: none">- Completed coursework in Collaborative Policy-Making and Planning, The US Policy Process, Public Policy Analysis, and Legal Foundations of Planning, GIS- Developed working knowledge of online databases: LexisNexis, ABI/Inform, NTIS, PAIS, EconLIT, etc.; and web-based resources: US census, Library of Congress, Code of Federal Regulations, Virginia LIS Communication <ul style="list-style-type: none">- Coursework requiring memos, letters, staff reports, technical reports, research papers, oral presentations, multimedia presentations, and development of web-based information and materials- Computer skills include basic knowledge of ARCNiew, ARC/Info, AutoCAD, Photoshop, Adobe Illustrator, Macromedia Flash- Collaborated with a team of eight full-time professionals to plan an ASA-sponsored conference	
COURSE PROJECTS	Field Study at Pulaski County Planning Commission , Virginia Tech Pulaski, VA <ul style="list-style-type: none">- Analyzed population and housing statistics using Excel and development of the demographics element of the comprehensive plan in Microsoft Word and Adobe Acrobat- Created posters and brochures for public display and information using Photoshop and Adobe Illustrator and presented a PowerPoint presentation before the Pulaski County Planning Commission	Fall 20XX
WORK EXPERIENCE	Intern , American Bar Association Alexandria, VA <ul style="list-style-type: none">- Completed site visits to the EPA, HUD, Senator John Warner's Office and the Library of Congress- Coordinated an ASA-sponsored conference on emerging issues in land use law, including conference site selection and contract administration, identifying keynote and plenary speakers, and negotiating honoraria and fees Volunteer Coordinator , Virginia Tech YMCA Blacksburg, VA <ul style="list-style-type: none">- Met with local organizations and agencies to identify volunteer opportunities- Published notices of project or placement availability- Supervised four volunteers to coordinate the annual volunteer "blitz week"	Summer 20XX Summers 20XX and 20XX
ACTIVITIES	American Planning Association , August 2017 – Present Student Planning Association , Vice-President, August 2017 – Present	

Federal Resume

- Used when applying for federal positions
- More than one page usually
- Includes ALL - everything you have done and repetition is okay
- Includes extra information, such as supervisor information, salary, and hours worked
- Try using the federal resume builder on USAJobs.gov
- CPD has advisors certified in federal resume writing

ANNA S. WARD
1700 Foxrun Road, Blacksburg, VA 24060
Day Phone: 555-948-1404
Email: asward1@vt.edu

Citizenship: United States
Veterans Status: N/A
Federal Civilian Status: N/A
Clearance: N/A

EDUCATION:
B.A., (May 20XX), Virginia Tech, Blacksburg, VA United States
Major: Environmental Policy and Planning
120 Semester Hours
GPA: 3.5 of a maximum 4.0

Relevant Coursework, Licenses and Certifications:

Law of Critical Environment Areas	Public Service Leadership
Urban Policy and Planning	Legal Foundations of Planning
Land Use and Environment: Policy and Planning	Policy Implementation

Semester in Washington, DC: Seminar in Politics, Policy, and Administration in a Democracy. Explored the relationship between the imperatives of democratic mobilization, policy choices and organizational choices through intensive study of the operating context of a selected public or nonprofit organization. Examined implications of policy-maker choices for implementing institution dynamics and challenges.

WORK EXPERIENCE:

U.S. Environmental Protection Agency (02/20XX - 03/20XX)
1200 Pennsylvania Avenue NW, Washington, DC 20460 United States
Student Volunteer Internship
Salary: \$0
Hours per week: 6
Supervisor: Officer Daniel Gulliams (555-898-1212)
Okay to contact this Supervisor: Yes
Duties, Accomplishments and Related Skills:
Environment Protection: Observed the intersection between environmental stressors, public health, and US demographics; how the public defines, values and perceives water quality; measuring demand for beach and other water based recreational or ecosystems services; how water quality and ecosystem health is empirically modeled and defined; calculating benefits and costs of building resilience to extreme weather; and how EPA approaches the costs and benefits of policy options.
KEY ACCOMPLISHMENTS: Summarized and presented economic research and concepts on Florida wetlands preservation

Montgomery County Commonwealth's Attorney (05/20XX - 08/20XX)
755 Roanoke Street, Christiansburg, VA 24073 United States
Witness/Victim Advocate Intern
Salary: \$8.25 USD Per Hour
Hours per week: 10
Supervisor: Ariana Logan (800-222-3333)
Okay to contact this Supervisor: Yes
Duties, Accomplishments and Related Skills:

Sales Associate
Salary: \$9.00 USD Per Hour
Hours per week: 15
Supervisor: Julie Sisson (540-230-5555)
Okay to contact this Supervisor: Yes
Duties, Accomplishments and Related Skills:
CUSTOMER SERVICE: Provide fast-paced quality customer service in a high-volume retail store. Sell an average of \$1,000 of merchandise per shift.

SKILLS:
Language: Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced

Technical: Advanced skill in Microsoft Word, PowerPoint; Intermediate skill in Microsoft Excel

AFFILIATIONS & LEADERSHIP ROLES:
Hokie Ambassador Student Tour Guide (September 20XX-present)
• Executive Board, Membership Chair (January 20XX-present)
o Coordinate and manage recruitment process in collaboration with 4 board members.
o Give tours of campus to prospective students and families, in groups of up to 50.
Big Brothers Big Sisters, Member (April 20XX-present)

Anna S. Ward Page 2
Met with each client prior to trial and assigned timeline. Used compassion and empathy to work with clients as trials progressed. Assigned client through entirety of court process, including pre-trial meetings, and maintained accurate records of each verdict and assigned sentence.
Created a client tracking database through Microsoft Excel, digitizing records for first time.
National Security and Technology (09/20XX - 08/20XX)
Blacksburg, VA 24060 United States
Hours per week: 12)
Supervisor: (555-898-1212)
Duties, Accomplishments and Related Skills:
Worked with an interdisciplinary team of engineers, programmers, and analysts to develop and test election equipment from electronic hacking. Researched various methods and implemented weekly reports outlining progress of team. Synthesized material from multiple sources and recommended courses of action.
Determined that non-electronic systems are preferable for future elections. Worked on a proposal for a \$50,000 grant to conduct future research on accuracy of electronic systems.
Blacksburg, VA 24060 United States

Tailoring YOUR RESUME

How would you tailor your resume to every job application?

- ✓ Customize objective statement
- ✓ Reordering bullet statements & removing some statements
- ✓ Reordering sections altogether
- ✓ Customize category titles for the industry, maybe reorder what experience goes where
- ✓ Reconsider which courses to include in Related Coursework
- ✓ Consider order in which you list experience info (company name, job title or the opposite?)
- ✓ Use their lingo (client v. customer)
- ✓ Use keywords from job description...

- ✓ Use keywords from job description...
- What skills (*hard & soft*) are they seeking?
- Required v. preferred qualifications
- Use a word cloud generator to visualize
- Apply within 2 weeks





Navigating ATS

- ⊘ **Don't** embed: images, icons, hyperlinks, etc.
- ⊘ **Don't** use tables
- ⊘ **Don't** use templates
- ⊘ **Don't** use unique fonts or bullets
- ✓ **Do** use exact key words from job description

2023-2024 Career Planning Guide





Visit Career and Professional Development!

For appointments: Log into **Handshake**

Online resources: career.vt.edu

Contact: Meredith Gerber, gerberm@vt.edu

Physical location:

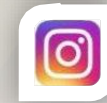
Corner of Washington St. SW and West Campus Drive
(across from McComas Gym)



VTcareerprofdev



@vtcpd



@vtcareerprofdev

The background features a complex, colorful geometric pattern composed of various polygons in shades of green, blue, yellow, red, and grey. In the center, there is a black rectangular box with a thin white border. Inside this box, the text "The most important thing I learned today is..." is written in a white, casual, handwritten-style font.

The most important thing
I learned today is...