Goskills

How to Build an Effective Resume

GoSkills online course syllabus

Skill level
Beginner

Lessons
21

Pre-requisites
No prior experience needed

Video duration
1h 6m

Estimated study time
1h 6m

Instructor
Don Georgevich

Introduction

1 Effective resumes create success

Your resume is essentially a depiction of who you are in your professional life, and as such, it's important to put your best foot forward.

Getting Started

2 The resume-writing process

Writing a resume is a journey in self-promotion.

3 Preparing your resume worksheet

To write a great resume, you first must organize your skills, experience and education using the downloadable worksheet.

Writing Your Contact Details

4 Designing your heading

The top of your resume contains the information employers will use to contact you.

Creating a Job Objective

5 Writing your job objective

A job objective statement is your way of clarifying the type of job you are seeking to prospective employers.

Writing a Professional Summary

6 Writing accomplishment statements

Accomplishments alone are not enough to capture the interest of prospective employers.

7 Creating your professional summary

Your professional summary is where you get employers excited about what you've done so they read your resume with great interest.

8 Reading a job posting

The job description provides you with valuable insights the employer is seeking in the ideal candidate.

Showcasing Your Work Experience

9 Structuring your work history

Your work history is telling prospective employers a story about your career.

10 Describing with action statements

Your action statements are what sells you to a prospective employer, because they show what you were able to get done in past roles.

11 Re-working unemployment gaps

If your resume shows a significant amount of time between jobs, this could detour employers from calling you for interviews.

12 Avoiding age discrimination

Even though age discrimination is illegal, it is still practiced by some employers and can even inhibit your chances for getting an interview.

13 Avoiding the perception of job hopping

Frequent changes of employment can scare-off employers from calling you in the event you'll quickly leave.

Highlighting Your Education

14 Writing your education section

Your education can instantly communicate to prospective employers that you are not only qualified, but well-educated.

15 Training, certs and volunteerism

Highlighting training programs and seminars you've attended can add a lot of value to your candidacy.

16 Avoid appearing over-qualified

Having too much education can cause employers to pass on you if they feel you'll cost more than they're willing to pay.

Final Checklist

17 Resume strategies and techniques

Resume writing is rewriting and it's an ongoing process of improvement.

18 Resume mistakes to avoid

Even the best resumes have mistakes, but you want to avoid the ones that will cause your resume to be passed-over.

19 Using a personal interests section

A personal interest section can add value to your candidacy and allow you to better connect with an employer.

20 Good and bad resumes

Unless you're a recruiter, you probably don't know what a good resume looks like versus a bad one.

Conclusion

21 Time to send it out

Thanks for watching this course!

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