

23U03 Effective Resume

Hello everyone. Welcome to the PUNLA CoffeeTable for one of our student conversations. PUNLA Christian Ministries in conjunction with our ministry partners in the Philippines has developed a series of informative modules to provide information, guidance are career selection, motivation and preparation for your future jobs and careers. As with all things in life, your relationship with God is the first priority.

In Today's conversation we will discuss Effective Resumes. Your resume is a marketing tool, which serves as an initial advertisement of the product which is "You" to job recruiters. Your resume will determine whether you get an interview or not.

Let's pray. *Heavenly Father, thank you for providing for us. Thank you for giving us opportunities. Lord, I pray for everyone listening today, you know what is on their hearts. I know Lord that you and you alone can guide us, can help us. You alone can give us peace and hope no matter what we are facing in our lives. I trust you, Lord. And I pray in your name Lord Jesus. Amen.*

Today I want to share some tips to attract more interview offers and ensure your resume does not eliminate you from consideration.

Before we get started. What is the most important part of a resume. Well, that depends on the job. I want to see three main items; experience, education, and skills. Additionally, a good introductory paragraph or list can really help highlight who you are and why they need to hire you.

Resume Format. The format of your resume will determine if anyone really takes the time to look at it. Typically, a recruiter only scans a resume for 10-20 seconds, so you need to make those seconds count. Resumes should be 1 to 2 pages in length. Honestly, when I was hiring people, I never looked past the first page. If I selected someone for an interview, then a might read it more carefully. So, I believe you should keep your resume to one page. Brief and to the point. Also, no cutesy backgrounds or cutesy fonts. You want the reader to read your resume, so do not provide them with any distractions or reasons not to.

Use a logical format. What do you want them to see first. Use wide margins, clear type and headings. Keep it easy to read. Only use bold face or italic if absolutely necessary. Bullet points help to direct the reader to important things. Make sure these points are relevant to the job you are applying for.

Taylor your resume. What I mean by this is you need to modify your resume to be consistent with the job description you are applying for. Yes, this means you might need a different resume for every application. Do you want the job or not? Highlight relevant facts, experience, education, skills. Volunteer work and On-Job-Training (OJT) can be relevant experience. Read the job description multiple times to make sure your resume addresses every part of the job description.

Contact Information. This is a very common mistake. Make your contact information look professional. Email address should be professional not cutesy. Check you contact information to make sure there are not mistakes, then check your email regularly. You don't want to be slow responding to an email. Make sure the phone number you use is where you can be easily contacted. If it's not your number, make sure the owner of the phone number knows you are using the number and how to answer if called.

Resume introductory paragraph, some call this and objective statement or summary. It does not matter what you call it. This is your opportunity to show things that are not clear in your experience, education or skills. This has to be brief, but the less experience, education or skills, then the more important this becomes.

Last use a reverse chronological order for experience and education. This means most recent experience should be listed first. Also, highest degree should be listed first.

Example (BS degree resume)

Here is an example of an entry level resume for a teacher. See how prominent the name and contact information is. Professional looking email address. Four major sections of the resume. The Summary which is describing the job you are applying for and highlighting a skill or experience or personality trait you want the reader to see first.

Then Highlights or it could be skills and abilities. Experience followed by education. If you are a teacher, obviously your board certification is important, show it clearly, I might even put this with my contact information at the top of the page. Experience is tricky, especially if you just graduated. How do you highlight your skills. On job training, volunteer work, tutoring, maybe you have been teaching Sunday school or vacation bible school. These are all real relevant teacher experience. It shows you have been doing something. If you have other work experience outside of teaching, show it if you think it will help you show that you are a hard worker or if there has been a time gap between graduation and applying for this job.

Education. Typically, once you get a college degree you do not show your high school but for your first job I would. Maybe the interviewer went to your high school or knows someone there. It might help you, I don't think it will hurt you. You have to choose what to show the employer for each resume specifically. You do not have to show them everything. Show them only those things you think will help you get the job.

One other thing. Do you see how I formatted the resume. There are some short cuts to help you do this. Look at this version of the resume you just saw. I actually built the resume in a table in my work processor (either Microsoft Word or Google Docs). I can make it align really nicely and quickly. I do not need a bunch of spacing and tabs too make the resume look professional. Then I just hide the border of the table to produce the final version of the resume like this. It took me about 5 minutes to prepare this resume.

Example (High School resume)

Here is an example of an entry level resume for an office job without a college degree. See how prominent the name and contact information is. Professional looking email address. Four major sections of the resume the Summary, Education, Skills and Interests. Remember you trying to highlight skills or experiences or personality traits you want the reader to see first.

If you do not have relevant experience, then don't show any. If you have no experience, you need to stress the skills you have and your ability to learn and work with a group.

Last, Hobbies and Interests. These are a fillers on a resume. You have space on the page, so fill it with something you think the reader will relate to. Do not include things you think the reader will not like. You are trying to highlight something that might catch the reader's eye and make you look different and better than other candidates. You have to be professional and refine these sections depending on what job you are applying for. Generic resumes will be generically thrown in the trash by the employer. Remember they are getting dozens maybe hundreds of resumes, you need to make yours stand out in a positive way. What will get you noticed, what makes you the best candidate for this job.

Example (Professional Resume)

Here is a final type of resume. This is really more for someone with lots of experience and/or lots of education. This is actually one of my old resumes. Lots of words and lots of terms. But see my name, title and education is clearly shown. My contact information is not shown here, because I would accompany this with a letter or email containing that information. This type of resume is not broken into the standard categories. But you can see my education at the top, my experience at the bottom, The center sections each address of a skill or skills in a particular area I am trying to stress or highlight to the reader. This resume is not necessarily trying to get a job, it is trying to convey that I know what I'm talking about in these areas. These are my expertises.

But remember shorthand and acronyms are typically not a good idea. This is a very specific resume for a specific business area where people will understand these terms. In general, do not use abbreviations if you can avoid them.

Let's pray.

Heavenly Father God. I thank you for everything. Guide us as we make decessions such that what we do glorifies you. We trust you Lord. Help us to seek guidance and assistance from those you put in our life and from those you make ways for us to meet and learn from. I thank you Jesus for promising to guide me. I'm no good when I'm in control, so I pray that everyone listening surrender control to you. Thank you, Jesus for seeing the good in me when I did not see it in myself. I love you Jesus. And I pray in your name Lord Jesus. Amen.

Okay, Let me leave you with this today. A resume is an advertisement for “you”. You are advertising yourself, so sell yourself. What do you want people to see that you are, then organize your resume to show it.

Thank you so much for allowing me to have this conversation with you today. Put God first in everything you do every time and trust God with everything. Then experience the abundant satisfying life that God has planned for you. Life in the kingdom of God right here on earth.

I don’t know what God has planned for you, but I am confident that God’s plan for you that is bigger and better than anything you could ever imagine for yourself. If you want to speak with me, you can find my email on our website. www.punla.org. Or on Facebook, Twitter, Instagram and Tumblr. Until next time. God Bless

MODULE: Effective Resume (23U03)17m

OUTLINE (timestamp)

- Introduction Effective Resume (0:00)
- Opening Prayer (1:20)
- Resume Content (1:45)
 - Contact Information (5:00)
 - Summary (5:56)
- Examples (6:53)
- Closing Prayer (14:47)
- Last Thought – Be Professional (15:40)

Example Resumes

YOUR NAME

123 Front Road, City, TX. 77459 USA

555.555.1235

your.name09@gmail.com

SUMMARY

Entry level elementary school teacher. Sunday School teacher for children in grades 1st to 8th.

HIGHLIGHTS

- Board Certified, #102654, 2022
- Experienced Tudor for English
- Experienced Tudor for Math
- Strong computer skills
- Microsoft Office Suite
- Proven Fast Learner

EXPERIENCE

On-Job-Train

1/1/2018 - 6/1/2018 XYZ High School, Tigaon, Camarines Sur, Philippines

- Responsible for lesson planning
- Grading student homework.
- Assisting primary teacher in classroom

Tudor

8/2014 - 6/2018

- Led study group for algebra
- Tudor subjects, English and Math

Vacation Bible School Teacher

2018-2022

- Lessons for groups of 30 students
- Led craft making
- Led bible reading

EDUCATION

2012 Bachelor degree in elementary education Partido State University, Goa, Camarines Sur, Philippines

2008 San Rafael High School, Honor Roll

YOUR NAME

123 Front Road, City, TX. 77459 USA

555.555.1235

your.name09@gmail.com

SUMMARY	Entry level elementary school teacher. Sunday School teacher for children in grades 1 st to 8 th .
HIGHLIGHTS	<ul style="list-style-type: none">• Board Certified, #102654, 2022• Experienced Tudor for English• Experienced Tudor for Math• Strong computer skills• Microsoft Office Suite• Proven Fast Learner
EXPERIENCE	
On-Job-Train	1/1/2018 - 6/1/2018 XYZ High School, Tigaon, Camarines Sur, Philippines <ul style="list-style-type: none">• Responsible for lesson planning• Grading student homework.• Assisting primary teacher in classroom
Tudor	8/2014 - 6/2018 <ul style="list-style-type: none">• Led study group for algebra• Tudor subjects, English and Math
Vacation Bible School Teacher	2018-2022 <ul style="list-style-type: none">• Lessons for groups of 30 students• Led craft making• Led bible reading
EDUCATION	2012 Bachelor degree in elementary education Partido State University, Goa, Camarines Sur, Philippines 2008 San Rafael High School, Honor Roll

Your Name

123 Front Road, City, TX. 77459 USA

555.555.1235

Y.Name2001@gmail.com

JOB OBJECTIVE & SUMMARY

- Seeking entry level receptionist.
- Good with people.
- Good communications skills.
- On time to work.
- Hard worker.
- Fast learner.

EDUCATION

2008 San Rafael High School,

- Honor Roll 2007, 2008

SKILLS & ABILITIES

Office Machines

- Fax and Photocopier machines
- Typing (45WPM)

Computer Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Google Docs, Sheets, Slides

Internet Skills

- Video Conferencing (Zoom, Google Meets)
- Facebook Messenger

HOBBIES & INTERESTS

Reading, Drawing, Hiking, Swimming, Video blogging

KEN (KIP) WEHRMAN, Ph.D., P.E.

Managing Director, TIWALA Services

B.S., Chemical Engineering, University of Nebraska, Lincoln, Nebraska, 1991

Ph.D., Chemical Engineering, Auburn University, Auburn, Alabama, 1996

Kip Wehrman has primary areas of focus in Process Hazards Analysis (PHA), Safety Instrumented Systems (SIS), safety critical controls, and loss prevention engineering.

Dr. Wehrman has more than twenty-five years' experience providing consulting services in various areas of process safety and loss prevention engineering. He has provided these services for clients in petroleum refining, gas processing, petrochemicals, specialty chemicals, pharmaceuticals, semiconductors, offshore oil and gas production, LNG, pipelines, hazardous material transportation and reactive chemical hazards.

He has facilitated numerous Process Hazards Analysis and risk assessment studies using techniques like HAZID, HAZOP, LOPA, What-If, Bow-Tie, FMEA, SIL classification and many others. The areas studied have been oil and gas processing, offshore oil and gas production, safety critical controls, SIS and fire & gas systems, power generation & distribution & backup systems, as well as, transportation systems including pipelines, ships and rail. These projects have included the development and facilitation of risk assessment methods, and the development and presentation of training courses addressing PHA techniques such as LOPA and FMEA, as well as, SIS evaluation, conceptual design, assessment, etc.

Dr. Wehrman is experienced with Fault Tree and Event Tree analysis and has used these techniques in the evaluation of numerous critical control and power supply systems within the process industries for both preventative studies and accident investigations. He is well versed in the requirements and implementation practices associated with the relevant standards and regulations including OSHA PSM, EPA RMP, API, NFPA, and SIS ANSI/ISA and IEC standards.

He was a contributor to ANSI/ISA 84.00.01-2004 Functional Safety: Safety Instrumented Systems of Process Sector, ISA TR84.00.02- Part 3, Technical Report for Safety Instrumented Functions (SIF) – Safety Integrity Level (SIL) Evaluation Techniques Part 3: Determining the SIL of a SIF via Fault Tree Analysis, ISA TR84.0.04, Guidelines of the Implementation of ANSI/ISA-84.00.01-2004 (IEC61511 Mod), ISA TR84.0.06, The Application of ANSI/ISA84.00.01-2004 Parts 1-3 (IEC 61511 Parts 1-3 Modified) for Safety Instrumented Functions (SIFs) in Burner Management Systems, and ISA TR84.0.07, The Application of ANSI/ISA 84.00.01-2004 Parts 1-3 (IEC 61511 Parts 1-3 Modified) for Safety Instrumented Functions (SIFs) in Fire & Gas Systems.

Dr. Wehrman has a research and testing background in materials, organic and inorganic chemicals testing, electrochemical engineering, biochemical engineering, lubricants and surface science chemistry. As well as, reactive chemical testing experience with adiabatic calorimetry, reaction calorimetry, DIERS vent sizing, dust explosion testing, and chemical process optimization.

He has provided services to clients for OSHA PSM compliance including the recent Refining NEP and Chemical NEP. He has supported numerous incident investigations as a Loss Prevention and PSM expert including litigation support (i.e., OSHA compliance, injury liability, etc.).

Professional Chronology: NASA (SPI-CCDS) Space Power Institute-Center for Commercial Development of Space, Research Consultant/Associate, 1992-1997; Center for Microfibrous Material Manufacturing (CM³), Sr. Research Associate, 1996-1997; CP&C, Chemical Engineer & Process Safety Coordinator, 1997-1998; Premier Consulting Services (PCS), Sr. Risk Analyst, 1998-2000; BakerRisk, Sr. Consultant, 2000-2002; Houston Operations Manager, 2002-2004, Sr. Principal Engineer, 2004-2011, RISKbytes, Sr. Principal Engineer / Technical Advisor, 2011-2019; Balay Group, Managing Director, 2013-present; PUNLA Foundation, Managing Director, 2013-present; TIWALA Services, Technical Advisor, 2007-2015, Managing Director, 2015-present.