

Welcome!

As we wait for others to arrive, please introduce yourself!

- Name, degree/discipline
- What you are hoping to get out of the workshop
- One thing you are enjoying this winter term (hobby, tv show, food, anything!)

Showcasing your Skillsets in a Resume

Facilitator:

Laura Ashfield (She/her)

Ellen Gong (She/her)



Today's Facilitators



Laura Ashfield
Career Advisor



Ellen Gong
Career Advisor

Territorial Acknowledgement

The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometers on each side of the Grand River. The University of Waterloo is on lands that are deeply connected to Indigenous peoples who have historically lived and who currently live in this territory. These groups include the Neutral, Anishinaabeg (Ah-nish-naw-bay) and Haudenosaunee (Ho-denoh-show-nee) peoples.



Territorial Acknowledgement



- [O:se Kenhionhata:tie Land Back Camp: Facebook, Instagram & Patreon](#)
- [Community group calling for Victoria Park name change: "The cities in the region need to stop celebrating colonialism and start celebrating Indigenous peoples...we're calling upon the community to start referring to it as Willow River Park."](#) Bangishimo, Co-Founder
- Buy Willow River Park Stickers [here](#) designed by [Western Sky Designs](#)
- Check out the [Office of Indigenous Relations](#) for events and further [resources](#)

Let's make this a safer space

Listen and learn from each other with respect

Participate in a way that works for you!

Make no assumptions

Remain respectful of others – we do not tolerate harmful behaviour in this space

HOW THIS WORKSHOP WILL WORK

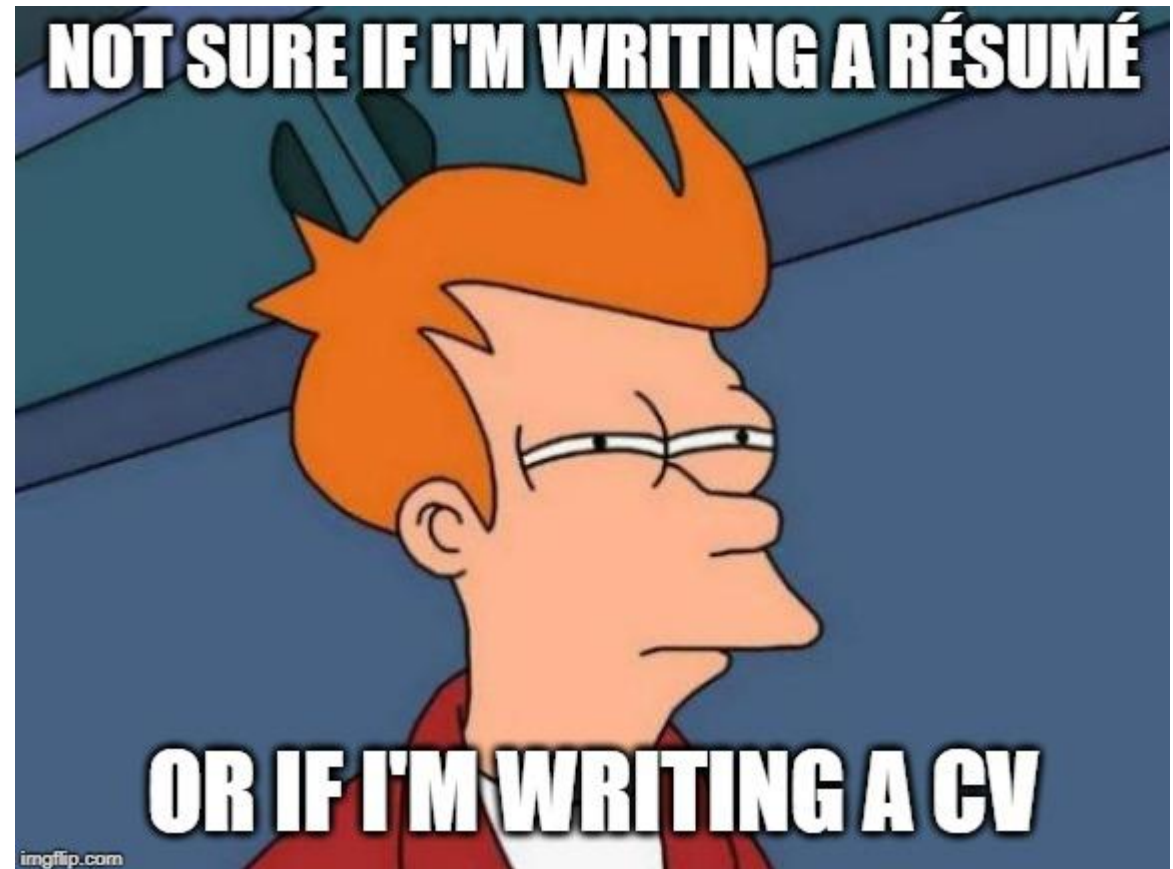
- ✓ Use the chat at anytime to ask questions or make an observation.
- ✓ Many activities are reflection-oriented. Have a pen and paper ready or resume doc open, not just to take notes but to engage in reflection.
- ✓ Some activities may ask you to share your ideas in the chat. We don't require but encourage participation 😊
- ✓ Q&A is at the end but always feel free to ask questions.

Learning Goals

By the end of this workshop, you will be able to:

1. Analyze a job posting to identify the skills and competencies of relevance to an employer and what is important to you
2. Understand the components of an effective résumé, and how they can be strategically arranged to be persuasive
3. Identify and articulate relevant skills and experiences for a résumé and cover letter
4. Implement action verb statements in resumes and unified organization in cover letters

WHAT IS THE DIFFERENCE BETWEEN A CV AND A RÉSUMÉ?



Definitions of CV and Résumé

Curriculum Vitae

- Latin word, meaning "course of life."
- A full history of your academic credentials

Résumé

- French word meaning "summary."
- A concise picture of your skills and qualifications for a specific position

Major Differences between a CV and a Résumé

Curriculum Vitae	Résumé
<ul style="list-style-type: none">• Approx. 3-6 pages for new academic (no page limit)	<ul style="list-style-type: none">• 1-2 pages approx.***
<ul style="list-style-type: none">• Focus on research record	<ul style="list-style-type: none">• Focus on employment/experience record
<ul style="list-style-type: none">• Market publications, grants, scholarships	<ul style="list-style-type: none">• Market skills
<ul style="list-style-type: none">• Highlight teaching, research and service experiences	<ul style="list-style-type: none">• Highlight transferable nature of experiences
<ul style="list-style-type: none">• Curated for departmental needs & types of position (eg research or teaching)	<ul style="list-style-type: none">• Curated to target specific position/ employer needs
<ul style="list-style-type: none">• Academic/R&D Positions	<ul style="list-style-type: none">• Industry-focused

READING A JOB AD

If possible, take out a job ad you're interested in

A Job Posting Has Appeared! (sample ad)

- 1) What does the job ad reveal about the employer?

Is there anything that interests me about the description/employer? What values do I share with this role/employer?

- 2) What are the requirements for this job?

Which requirements reflect my unique & strongest qualifications within the role?

- 3) What are the responsibilities listed in this job ad?

Have I done something similar in work, volunteer, school, or hobbies?



Research Beyond the Posting



TRANSLATING ACADEMIC EXPERIENCES

“If we take the degree as a job, then we need to learn how to articulate our time in the degree as time spent *working at a job.*”

- Erin Wunker, “Articulating Academic Work Experience in a Non-Academic World,” *Hook & Eye*

Translation 101: Research/Course Projects

Reflect on and jot down:

- What roles did/do you take up when you are researching or working on a project?
- What did/do you *do* in your research/project? What are your responsibilities?

*keep these handy as we'll use them later for a bullet point writing exercise!



Translation 101: Examples of some verbs

Passive (Academic) Language	Active Language
Look at/study/examine x	Evaluate/analyze x
Hold office hours	Communicate complex information to non-expert audiences
Run tutorials	Facilitate/lead group meetings
Defend thesis	Led discussion on research findings and methodology with experts in field
Give presentation	Presented research findings interactively (to experts in the field)
Do research	...

COMPONENTS OF A RÉSUMÉ

Major Sections of a Résumé (not exhaustive!)

- ❖ Header
- ❖ Summary of Qualifications
- ❖ Relevant Experience
- ❖ Additional Experience
- ❖ Selected Projects
- ❖ Education
- ❖ Technical Skills
- ❖ Professional Development/ Certifications
- ❖ Other Categories? Ask me!

We will focus on these Major Sections of a Résumé

- ❖ **Header**
- ❖ **Summary of Qualifications**
- ❖ **Relevant Experience**
- ❖ **Additional Experience**
- ❖ **Selected Projects**
- ❖ **Education**
- ❖ **Technical Skills**
- ❖ **Professional Development/ Certifications**
- ❖ **Other Categories? Ask me!**

Header



Your Name (can include your pronouns)



Location: optional and can be kept general (e.g., Waterloo, ON)



Contact info: email and phone



Additional profile links: Github, LinkedIn, etc.



Want to include an Objective? These are great for cold-calling or searching for internships that are not advertised!

SUMMARY OF QUALIFICATIONS

Summary of Qualifications

THE FOLLOWING **PREVIEW** HAS BEEN APPROVED FOR
ALL AUDIENCES

Summary of Qualifications



HIGHLIGHT 4 – 6
QUALIFICATIONS
THAT BEST
DEMONSTRATE
YOUR STRENGTHS



OUTLINE YOUR
UNIQUE VALUE



REFERENCE
WHERE AND/OR
HOW YOU
DEVELOPED
THE SKILL



STRONGLY
RECOMMEND
USING
KEYWORDS
FROM POSTING



BE CONFIDENT
AND ACCURATE

(1st Draft) Summary of Qualifications

- ❖ Background in political science and global governance
- ❖ Excellent interpersonal skills
- ❖ Ability to write reports and give presentations
- ❖ Completed data analysis as part of thesis project

Revised Summary of Qualifications

- ❖ 2+ years research experience in global affairs with a specialization in political conflict and migration
- ❖ Strong qualitative and quantitative data analysis skills with a proven ability to identify trends
- ❖ Excellent written and oral communication skills as demonstrated by policy report writing and stakeholder presentations
- ❖ Exceptional interpersonal skills strengthened through collaborative project work

Alternate Revised Summary of Qualifications

- ❖ Deep knowledge of global affairs with a specialization in political conflict and migration as shown by Masters in Global Governance
- ❖ Identified trends using both qualitative and quantitative data analysis methods and tools
- ❖ Communicated complex outcomes and goals of policies to a variety of audiences in written reports and in stakeholder presentations
- ❖ Collaborated with interdisciplinary teams and multiple stakeholders across several projects

EXPERIENCE SECTIONS

Experience Sections

You could use Work Experience and Volunteer Experience. But sometimes the below sections give you more control over your resume in highlighting your strengths:

- ✓ Relevant Experience
- ✓ Select Projects
- ✓ Additional Experience
- ❖ Prioritize sections based on relevance
- ❖ Extract transferable skills to use for your bullet points

Writing Effective Bullet Points

- ❖ Focus on accomplishments/impact of action not duties
- ❖ Arrange bullet points from the most relevant to the least (but still!) relevant
- ❖ Two models you can use:
 1. What + How + Why
 2. Achievement Verb* (what+why) + How you did it

*available at <https://careerhub.uwaterloo.ca/sections/Marketing/action-verbs.aspx>

Writing Effective Bullet Points

- **Paint a picture with words** (help the employer envision you doing those jobs).
- **What—How—Why**

WHAT you did	HOW you did it	WHY it's important
<ul style="list-style-type: none">• Action or achievement verb (e.g., Analyzed, Developed, Optimized)	<ul style="list-style-type: none">• Tool (e.g., programming language)• Approach/methodology• Adverb (e.g., effectively, accurately)• Role (e.g., member, treasurer)	<ul style="list-style-type: none">• Result or accomplishment• Outcome• Impact• Quantify where possible

- Accomplishments > duties (E.g., “Received best customer service award” vs. “waited on tables”)
- Use similar industry terms (you can often find these in the job posting).

WRITE A BULLET POINT ABOUT RESEARCH/PROJECT

- 1) What you did + How did it + Why (outcome or purpose)
- 2) Achievement Verb* (what+why) + How you did it

Additional Experience

ADDITIONAL EXPERIENCE

Greeter (Volunteer), Grand River Hospital Emergency Room, Kitchener, ON

Sept 2017-present

Sales Associate, Mountain Equipment Co-op, Toronto, ON

Sept 2015-Sept 2016

Professional Development/ Activities and Interests

PROFESSIONAL DEVELOPMENT

Fundamentals of University Teaching Certificate
Centre for Teaching Excellence (CTE), UWaterloo

Dec 2018

Leadership Essentials Certificate
University of Toronto

April 2016

ACTIVITIES AND INTERESTS

Member, Second Place Winning Team, IIE Consulting Case Study Competition

Oct 2018

Member, Institute of Industrial Engineers (IIE)

Sept 2017-present

QUESTIONS!

Key Takeaways for Today

1. A job ad offers clues of how to tailor your Résumé to demonstrate your qualifications for the role and to make a connection with the employer
2. Academic Experiences DO NOT make you “over-qualified” but rather need to be re-framed in employer-friendly terms and key phrases (located in the job ad!)
3. Strategic components of a résumé include Summary of Qualifications and writing effective bullet points can support tailoring and use of keywords



**Regular
Co-op
Undergrad
Masters, PhD, Postdocs
Alumni
Employees**



**Job Search Tactics
Résumé
Cover Letter
Interview Prep
Career Exploration
Grad School Prep**



**Individual Appointments
Drop-ins
Workshops
Online Resources**

uwaterloo.ca/career-action

Online Resource

The screenshot shows the CareerHub website interface. At the top left is the 'CareerHub' logo, and at the top right is a yellow 'LOG IN' button. The main heading is 'CareerHub' with a logo, followed by 'Log in to get started'. Below this is a paragraph: 'Take the next step towards planning for your future by logging into the CareerHub (instructions below). If you're not sure where to begin, try starting with the Decision-Making section.' The central area features a blue briefcase icon with the text: 'Résumés, Cover letters, ePortfolios, job interviews, Academic job applications and interviews, and Negotiating job offers'. Surrounding this central text are six circular icons: 'MY DEGREE & SKILLS' (graduation cap), 'DECISION MAKING' (crossed arrows), 'FURTHER EDUCATION' (classical building), 'SELF-MARKETING' (key), 'SUCCESS AT WORK' (briefcase), and 'WORK: FIND/CREATE' (lock). A white box labeled 'Apply/Interview' is positioned over the 'SELF-MARKETING' icon.

HOW DID WE DO?

We are always looking for ways to improve and your feedback is important. Complete the feedback survey delivered to your inbox at the end of this week.

Our mission is to educate and motivate all members of the University of Waterloo community to develop and take action to achieve current and future career goals.

UNIVERSITY OF WATERLOO



Thank you!

CENTRE FOR CAREER ACTION