

# PROGRAMMING Kit



## Résumé Writing Workshop – Facilitator's Notes

**SUGGESTED SCHEDULE (90 minutes / 1 hour 30 minutes)\*:**

Length of Time (minutes)	Item	Description	Appendix
25	INTRO	Facilitator gives intro using PPT presentation <ul style="list-style-type: none"><li>- Shows sample résumés</li></ul>	
35	WRITING RÉSUMÉS	Participants work on writing résumés <ul style="list-style-type: none"><li>- Facilitator hands out Appendices I-III (all stapled in a packet) and Appendix IV should be handed out separately</li><li>- Ideally, work on computers in American Spaces</li><li>- If this is not an option, facilitator should hand out blank paper and pens for participants</li></ul>	Appendices I, II, III, & IV
20	PAIR WORK	Participants work with a partner & provide feedback on each other's résumés <ul style="list-style-type: none"><li>- Facilitator can pair people up or participants can find own partner</li><li>- 10 minutes for each person's résumé</li></ul>	
10	WRAP UP	Facilitator leads: <ul style="list-style-type: none"><li>- What kind of feedback did you get from your partners?</li><li>- As the reviewers (when you looked at your partners' resumes), what areas/items did you like? What was particularly strong?</li><li>- Will you be able to use these résumés in looking for work?</li><li>- Facilitator tailors questions based on audience</li></ul>	

### Notes:

**\* Facilitator should highlight that today's workshop provides the foundation for developing and refining résumés. More time will be required outside of the workshop to create a well-developed and targeted résumé for specific job opportunities.**

**\*\* Facilitator can also build in more time for the "WRITING RÉSUMÉS" portion of the schedule. Time-permitting, this activity can be scheduled for 1 hour.**

**\*\*\* Facilitator should mention that résumés are only one part of the job-seeking process. Other important areas include cover letters and interviews. Facilitator may wish to conduct follow-on sessions covering these topics.**



## *Résumé Writing Workshop – Appendix I*

### Sample Chronological Resume – excerpt

PREVIEW

## Sample Chronological Resume

**Sarah R. Holding**

619 Main Street | Butte, MT 59703 | (406) 494-6221

### EMPLOYMENT HISTORY

**Executive Assistant to Vice  
President**

August 2009 – Present

XYZ Corporation, Butte, MT

Serve as liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.

#### *Major Accomplishments*

- Made international travel arrangements for senior-level executives via the Internet, resulting in average net saving of \$250 per person/per trip.
- Dispatched messengers on assignments, coordinating trips to ensure that multiple stops were made each time. Saved the company approximately \$49.75 per messenger per day.

**Senior Administrative Assistant**

November 2007 – August 2009

ABC Magazine, Butte, MT

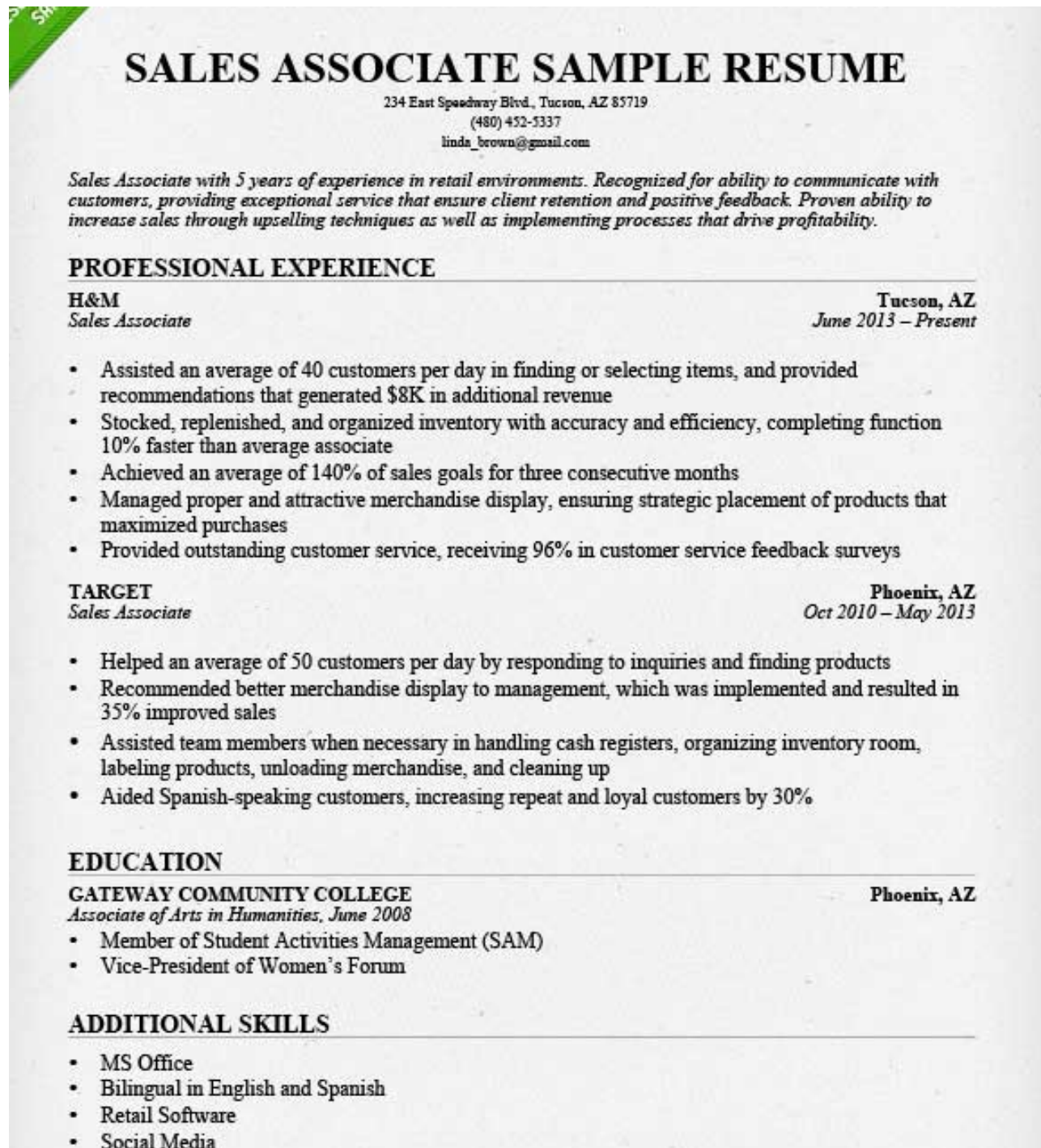
Composed and edited correspondence and memoranda from dictation, verbal direction, and knowledge of departmental policies. Prepared, transcribed, and distributed agendas and minutes of numerous meetings.

#### *Major Accomplishment*

- Created reliable and efficient client database, saving the company approximately \$4,500 in technical support expenses.

## Résumé Writing Workshop – Appendix I

### Sample Chronological Resume – excerpt





## Résumé Writing Workshop – Appendix II

### Sample Functional Resume – excerpt

#### SAMPLE FUNCTIONAL RESUME

Nancy Yancy  
111-11 111 Street  
Queens, NY 11111  
(347) 111-1111  
[nyancy@yahoo.com](mailto:nyancy@yahoo.com)

#### SUMMARY

- Executive Assistant with ten successful years providing quality administrative support to senior level executives and directors. Extensive experience coordinating and overseeing presentations, meetings, special events and projects. Outstanding organizational and problem-solving abilities with strong background in office management, project coordination, presentation preparation and staff training. Excellent customer service, communication and technology skills with computer proficiency.

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#### CAREER EXPERIENCE

##### *Administration*

- Research, compose and package proposals for funding agencies.
- Coordinate and manage summits, meetings, conference calls and special events.
- Prepare PowerPoint presentations and update Excel spreadsheets for internal and external distribution and training.
- Supervise and train administrative assistants.
- Draft and type correspondence, manage reports, handle extensive travel arrangements.

##### *Training and Development*

- Prepared and disseminated nationwide training programs for XXX Corporation.
- Instructed 20+ technical and user personnel in classroom settings throughout the Northeast.
- Provided training to clients to administer computer literacy assessments to students seeking college admission.

##### *Customer Service*

- Processed orders and ensured accurate information was distributed and documented.
- Served as a liaison between customers and businesses to ensure the quality of services.
- Coordinated and supervised installations, upgrades, disconnections and relocations of new and existing clients.
- Prepared tracking spreadsheet via Excel to monitor daily work schedules.

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#### CAREER HISTORY

2002 – 2007	Executive Assistant	YYY Corporation	New York, NY
2000 – 2002	Program Assistant	AAA Company	New York, NY
1998 – 2000	Systems Training Consultant	BBB Co., Inc.	Trenton, NJ
1996 – 1998	Customer Service Representative	DDD Corporation	New York, NY

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#### EDUCATION

Hunter College, New York, NY

- Masters of Arts, Major, Urban Studies (expected date of graduation, June, 2009)

Metropolitan College of New York, New York, NY

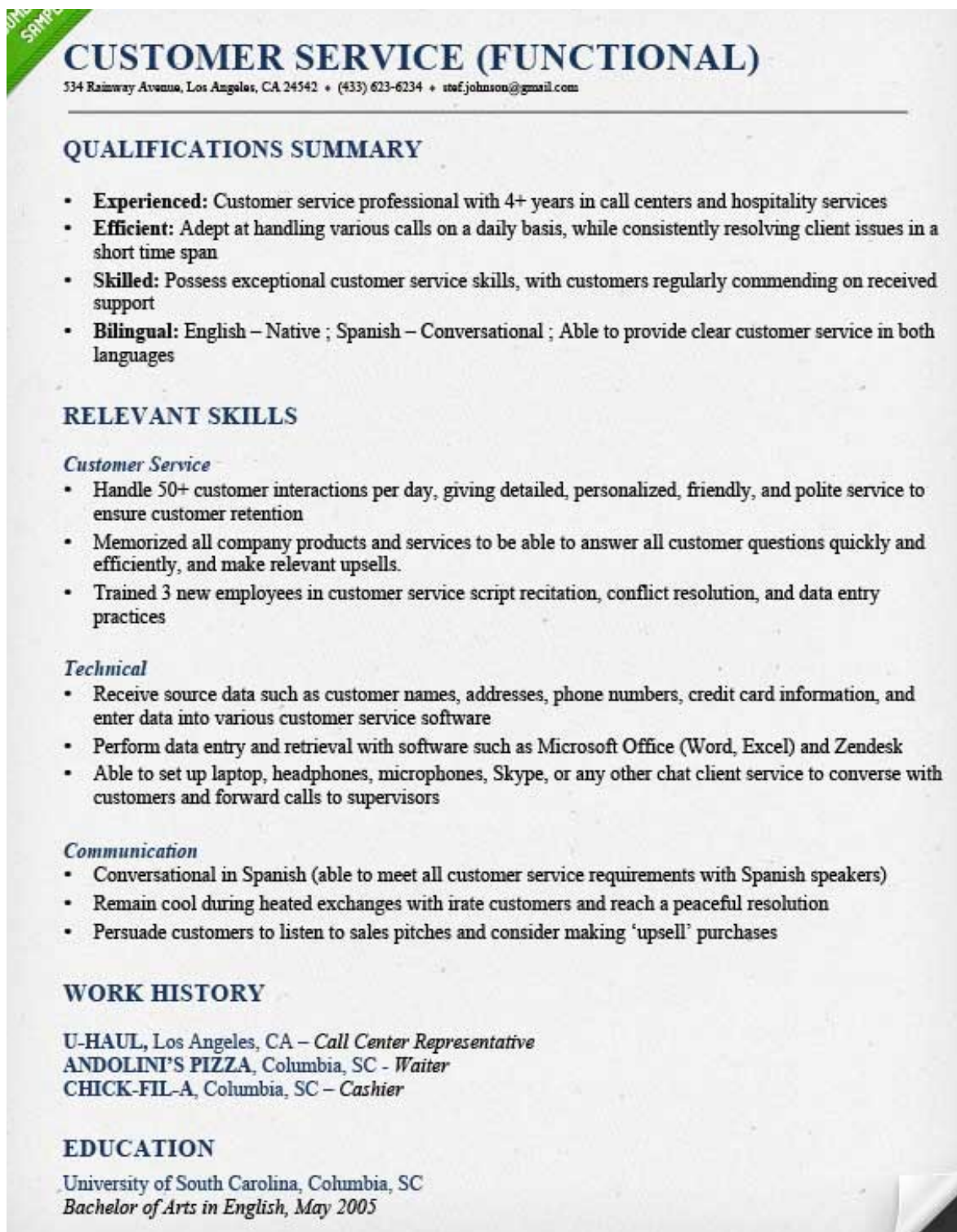
- Bachelor of Arts, Major, Human Resources





## Résumé Writing Workshop – Appendix II

### Sample Functional Resume – excerpt





## Résumé Writing Workshop – Appendix III

### Sample Combination Resume – excerpt

James Smithson

1000 Jefferson Drive SW • Washington, DC 20004 • jsmithson@si.edu • (202) 633-1000

#### Objective Statement

To work for Best Designs Company as an interactive-media art director, using skills in Adobe Photoshop, InDesign, and Illustrator, Autodesk Maya, and Unity

#### TECHNOLOGICAL SKILLS

- Proficiency in Microsoft Office and Adobe Creative Suite
- Proficiency in Adobe Photoshop, X/HTML, Adobe Illustrator, Autodesk Maya
- Familiarity with 3DS Max, Adobe Flash Builder, Adobe After Effects, PHP, and JavaScript

#### ORGANIZATIONAL SKILLS

- Ability to integrate solutions with web, video, and print
- Ability to communicate project goals and lead a cross-functional team
- Ability to meet deadlines and juggle tasks while working on multiple projects at once

#### INTERPERSONAL SKILLS

- Ability to work in a team-oriented and collaborative environment
- Ability to take constructive criticism
- Ability to pay close personal attention to clients' needs

#### ACCOMPLISHMENTS

- Created and maintained a Word Press blog on gaming, garnering more than 1,000 subscribers in two years.
- Created and distributed weekly email newsletter to more than 10,000 members through MailChimp software.
- Planned and implemented social-media promotion, increasing website traffic, Facebook, and Twitter reshares over 400 percent in a year.
- Composed articles that were featured in *College Press*, *Local Daily News*, and *Regional Magazine*.
- Developed, designed, and manufactured flyers, brochures, letterhead, posters, and marketing materials for a small business.
- Created unique, personalized designs, logos, and marketing material for each client.
- Followed up with clients to make sure they were happy with their designs.
- Attended weekly training meetings with the marketing department, improving advertising-design vocabulary.
- Created a company soccer team, Just for Kicks, improving office morale.

#### EMPLOYMENT HISTORY

##### Big Apple Games

##### Junior Designer

New York, New York

June 2013–present

- Designed and illustrated art assets for several award winning iOS apps, websites, and location-based games.

##### Interactive Media Company

##### Intern

Pasadena, California

June–August 2011

- Designed and created X/HTML game and web-application art assets.
- Developed graphics, concept art, and prototypes for projects.

#### EDUCATION

##### Pembroke College, University of Oxford

Bachelors of arts, GPA 3.75

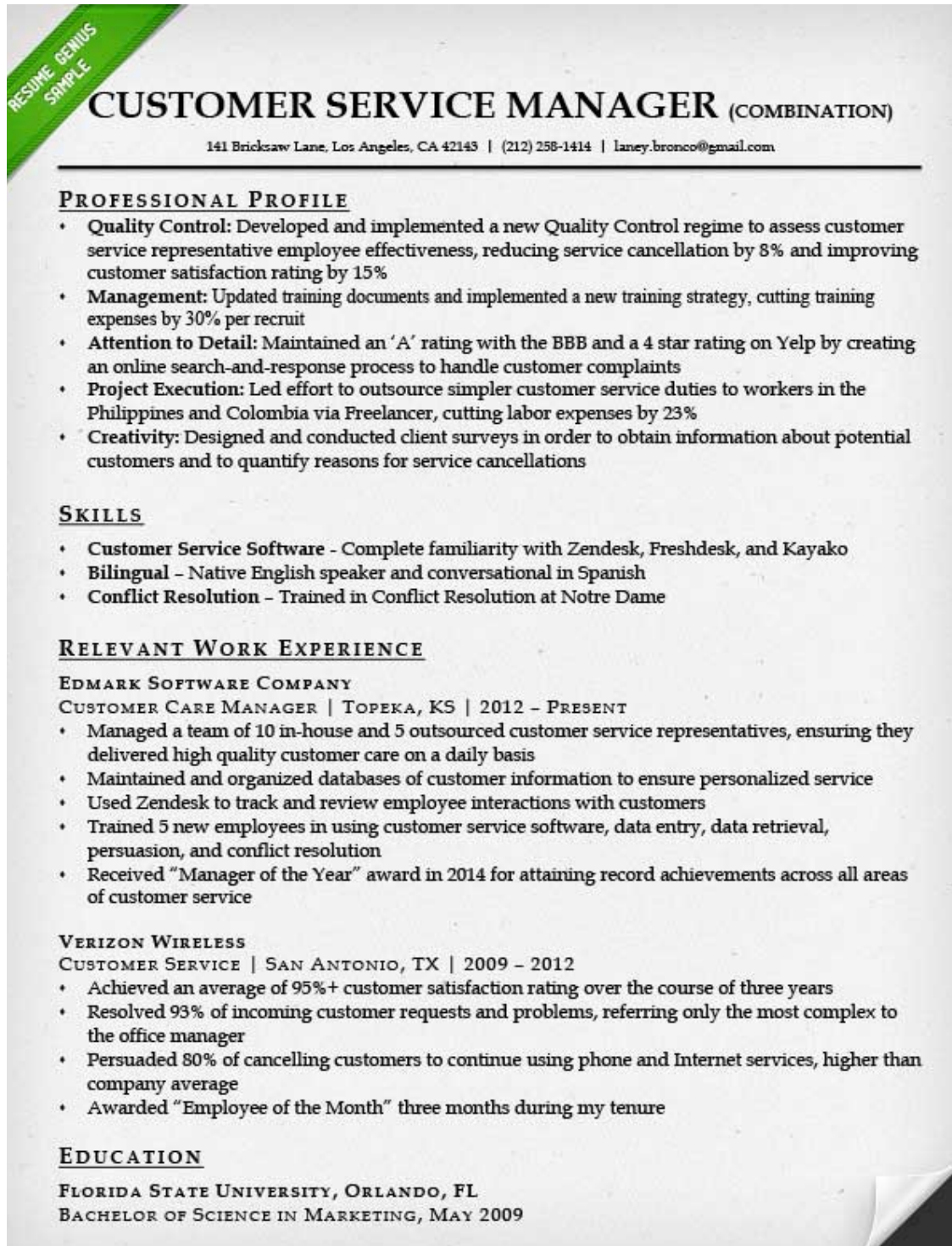
Oxford, England

August 2006–May 2010



## Résumé Writing Workshop – Appendix III

### Sample Combination Resume – excerpt







## Résumé Writing Workshop – Appendix IV

### SAMPLE COMBINATION RESUME TEMPLATE

Your Name Here	
1234 Street Address Street • City, State/Region Zip Code • email@email.com • (123) 456-7890	
Objective Statement	
SKILLS AND LEADERSHIP EXPERIENCE	
<ul style="list-style-type: none"><li>• –</li><li>• –</li><li>• –</li><li>• –</li><li>• –</li><li>• –</li></ul>	
EMPLOYMENT HISTORY	
Most Current Job/Business Name	City, State/Region
Job Title	Start Month/Year–End Month/Year
<ul style="list-style-type: none"><li>• Give a short description of your daily responsibilities here.</li><li>• List any notable awards or achievements you may have received.</li></ul>	
2 <sup>ND</sup> Most Current Job/Business Name	City, State/Region
Job Title	Start Month/Year–End Month/Year
<ul style="list-style-type: none"><li>• Give a short description of your daily responsibilities here.</li><li>• List any notable awards or achievements you may have received.</li></ul>	
EDUCATION	
College/University Name	City Name, State/Region
Degree Earned	Date Graduated
ADDITIONAL INFORMATION	
Languages:	



## *Résumé Writing Workshop – Appendix IV*

### Résumé Building Blocks Worksheet

**Professional Work Experience (most recent positions first):**

**Skills to Highlight:**

**Education:**

**Honors:**

**Publications:**

**Activities/Interests:**