

Job Lab: Resumes

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*Stay
curious* 



Who Am I?

- Previous job seeker
- Passionate about helping people

Resumes: So What?



- It's you, on paper
- It should give employers a clear idea of who you are, what you're about, and what you bring to their company
- Wording, format and information are all important

Always Include...

- **Current contact information**
- **Previous work experience**
- **Content that reflects the job description**
 - DO NOT LIE

FULL NAME

ADDRESS

Topeka, Kansas XXXXX

Phone Number

Email Address

PROFESSIONAL PROFILE

An accomplished **Leader** with a proven record of leadership and performance in a variety of dynamic, fast-paced work environments. Highly effective strategic planner with expertise in operations and project management. Skilled in interviewing, counseling and supervising employees; adept at coaching and mentoring. Advanced PC skills including Microsoft Office applications, ADP payroll, PeopleSoft, Select Time and Outlook. Effective at building rapport with management and employees at all levels. Demonstrated ability to 'think outside the box' and implement positive change. Dedicated and goal driven team player; proficient at multi-tasking and champion of company's core mission, vision and values.

PROFESSIONAL EXPERIENCE

NAME OF COMPANY, Topeka, Kansas

XXXX-XXXX

Job Title

- Extensive knowledge of policies, procedures and federal and state laws.
- Recruited, interviewed and recommended applicants to fill vacant positions.
- Administered employee benefits, including 401(K), Health, FMLA and Life & Disability Insurance.
- Counseled and investigated all employee relation issues with management.
- Ensured that pay increases and performance appraisals are completed and submitted correctly.
- Acted as liaison for area employment agencies and advertising agencies.

NAME OF COMPANY, Topeka, Kansas

XXXX-XXXX

Job Title

- Recruited, interviewed and recommended applicants to fill vacant positions.
- Administered employee benefits, including 401(K), Health Insurance, FMLA and Life & Disability Insurance.
- Posted new job openings internally and advertises openings in local newspapers when appropriate.
- Maintained accurate personnel records to include applicant flow data, resume filing and other areas or reporting.
- Prepared special reports and spreadsheets for the Director and Management.
- Compiled job descriptions and maintained proper filing.

NAME OF COMPANY, Topeka, Kansas

XXXX-XXXX

Job Title

- Balanced and reconciled basic general ledger accounts and periodic reports.
- Input existing and new customer account information and maintenance changes.
- Researched and resolved basic transactions and account discrepancies.
- Responded to employee and customer inquiries and complaints concerning specific transactions.

EDUCATION

Name School, City, State

PROFESSIONAL AFFILIATIONS

Name

Location, Location, Location

- The order of things *does* matter
- 6 seconds per application
- Format is key

Saving, Storage, Access

- Thumb-drive or flash-drive
(USB storage stick)
- Cloud storage
- On computer, printed out



Let's dig in!