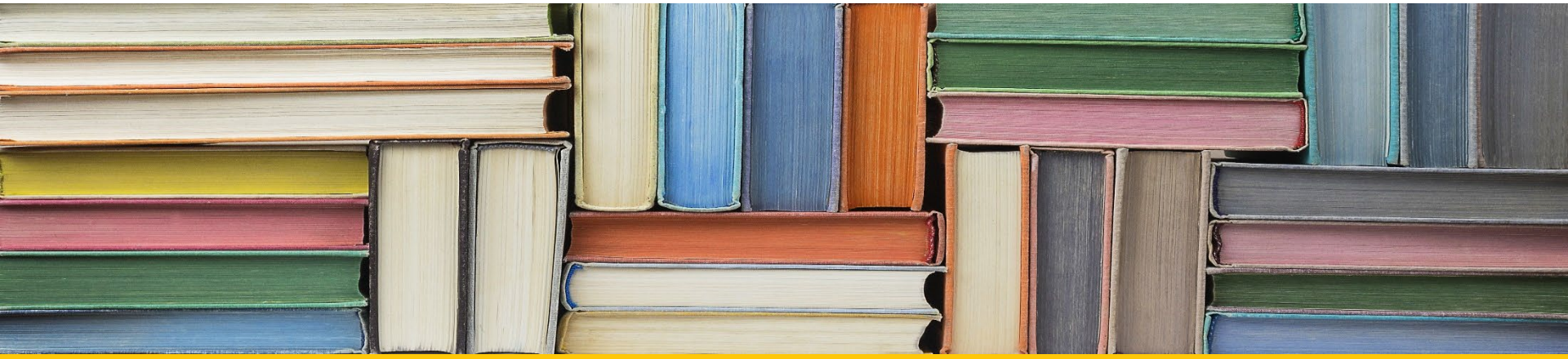
Writing Effective Resumes

Ken Bohrer

Senior Career Counselor

kcb36@drexel.edu

Drexel.edu/SCDC



DREXEL UNIVERSITY
Steinbright
Career Development Center

Today

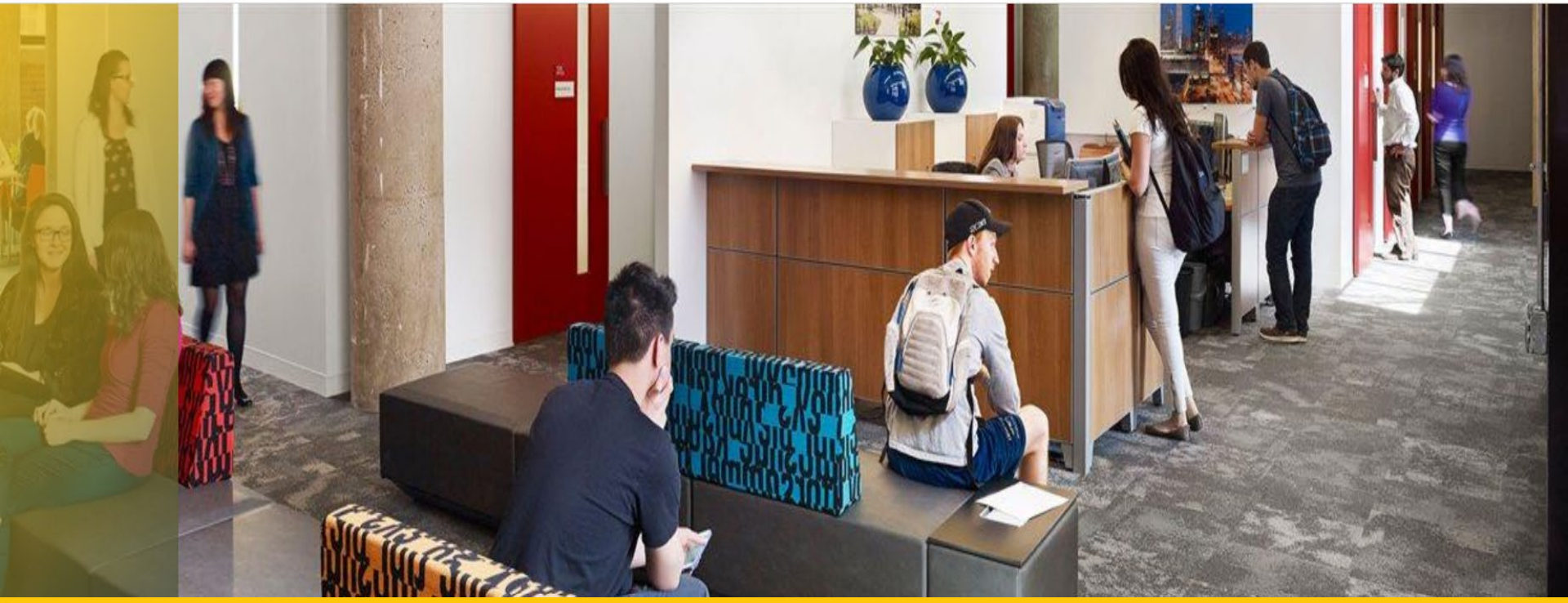
- Introduction
- Overview of SCDC
- Resume

STEINBRIGHT CAREER DEVELOPMENT CENTER

Drexel UNIVERSITY

Search

COOPERATIVE EDUCATION | CAREER SERVICES | EMPLOYER RELATIONS | PROFESSIONAL RESOURCES | ABOUT



DREXEL UNIVERSITY
Steinbright
Career Development Center

Career Navigator

Discover your next steps along your career development journey.

EXPLORE THE CAREER NAVIGATOR

Speak with a Career Counselor

Ken Bohrer

Senior Career Counselor

SCHEDULE AN APPOINTMENT

Steinbright Career Development Center Services

Advancing your career is one of the most important reasons for going to graduate school. With research, preparation, and perseverance, and with the guidance of Steinbright's Career Services, you can achieve your career objectives. Steinbright provides individual sessions for graduate students, workshops on important topics relevant to your job search, and various events that connect you with employers. The Steinbright Career Development Center supports students with the following and more.

- Career assessment and counseling
- Job search skills
- Interview preparation
- Resume and Curriculum Vitae (CV) critique
- LinkedIn profile review
- Salary negotiations
- Professional networking strategies
- Researching employers and organizations

Career counselor appointments can be made from the **Career and Educational Counseling page**. Students can see up for career workshops, career fairs, and employer information sessions on **Upcoming Events**.

Resume vs Curriculum Vitae

How many pages for a CV?

No page limit!

How many pages for a resume?

2 Pages MAX!

My Disclaimer!

Resumes

- **Average employer reviews a resume in?**

  5-15 seconds!

- **What's it's purpose?**

  To get you an interview!

- Find or create an excellent job description to use as your guide
- Don't write a generic resume
- Disclaimer

What do employers want?

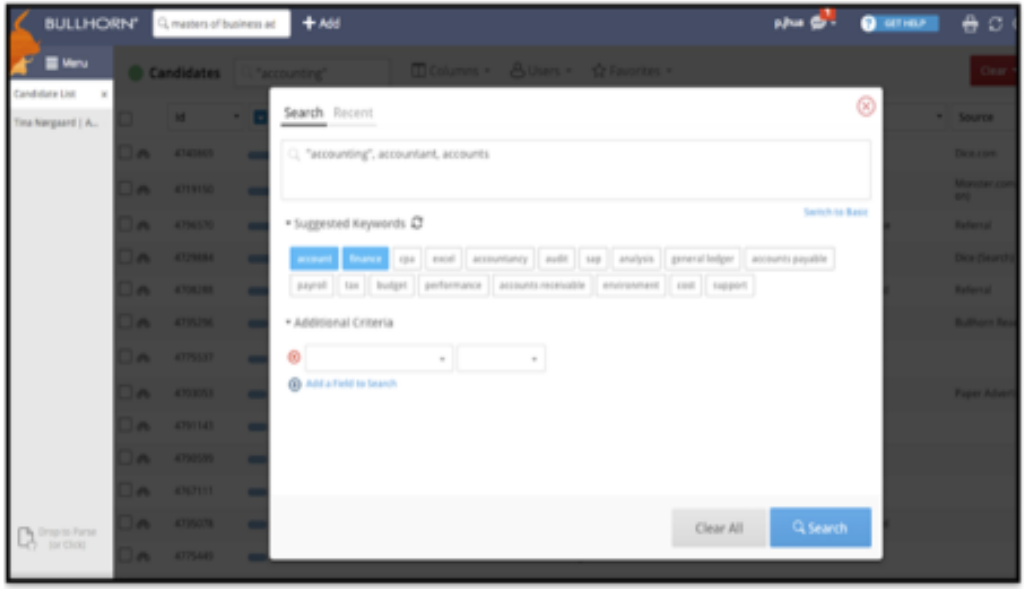
- They tell you!
- Analyze job descriptions
- Use O*net to create a skills/key words group
- Review action verb lists



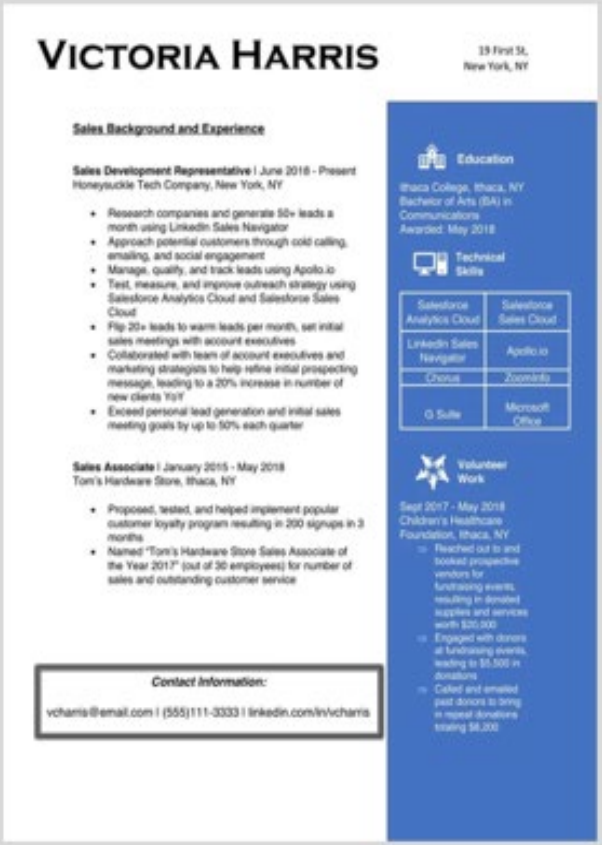
ATS: Applicant Tracking Systems

ATS Features

- ❑ Resume Parsing
- ❑ Resume Storage
- ❑ Keyword Search
- ❑ Filters



ATS at Work



VICTORIA HARRIS

19 First St,
New York, NY

Sales Background and Experience

Sales Development Representative | June 2018 - Present
Honeysuckle Tech Company, New York, NY

- Research companies and generate 50+ leads a month using LinkedIn Sales Navigator
- Approach potential customers through cold calling, emailing, and social engagement
- Manage, qualify, and track leads using Apollo.io
- Test, measure, and improve outreach strategy using Salesforce Analytics Cloud and Salesforce Sales Cloud
- Flip 20+ leads to warm leads per month, set initial sales meetings with account executives
- Collaborated with team of account executives and marketing strategists to help refine initial prospecting message, leading to a 20% increase in number of new clients YoY
- Exceed personal lead generation and initial sales meeting goals by up to 50% each quarter

Sales Associate | January 2015 - May 2018
Tom's Hardware Store, Ithaca, NY

- Proposed, tested, and helped implement popular customer loyalty program resulting in 200 signups in 3 months
- Named "Tom's Hardware Store Sales Associate of the Year 2017" (out of 30 employees) for number of sales and outstanding customer service

Contact Information:

vcharris@email.com | (555)111-3333 | linkedin.com/in/vcharris

Education

Ithaca College, Ithaca, NY
Bachelor of Arts (BA) in Communications
Awarded: May 2018

Technical Skills

Salesforce Analytics Cloud	Salesforce Sales Cloud
LinkedIn Sales Navigator	Apollo.io
Chorus	ZoomInfo
G Suite	Microsoft Office

Volunteer Work

Sept 2017 - May 2018
Children's Healthcare Foundation, Ithaca, NY

- Reached out to and booked prospective vendors for fundraising events, resulting in donated supplies and services worth $20,000
- Engaged with donors at fundraising events, leading to $5,500 in donations
- Called and emailed past donors to bring in repeat donations totaling $8,200

Experience

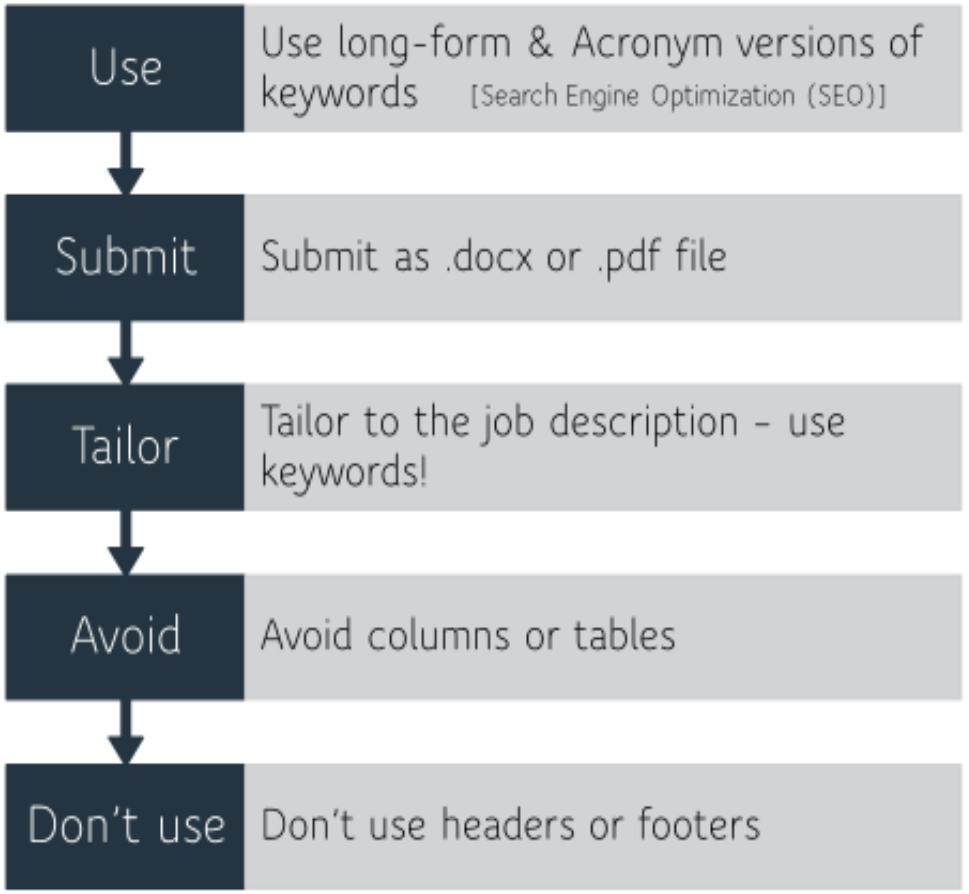
Sales Development Representative
June 2018

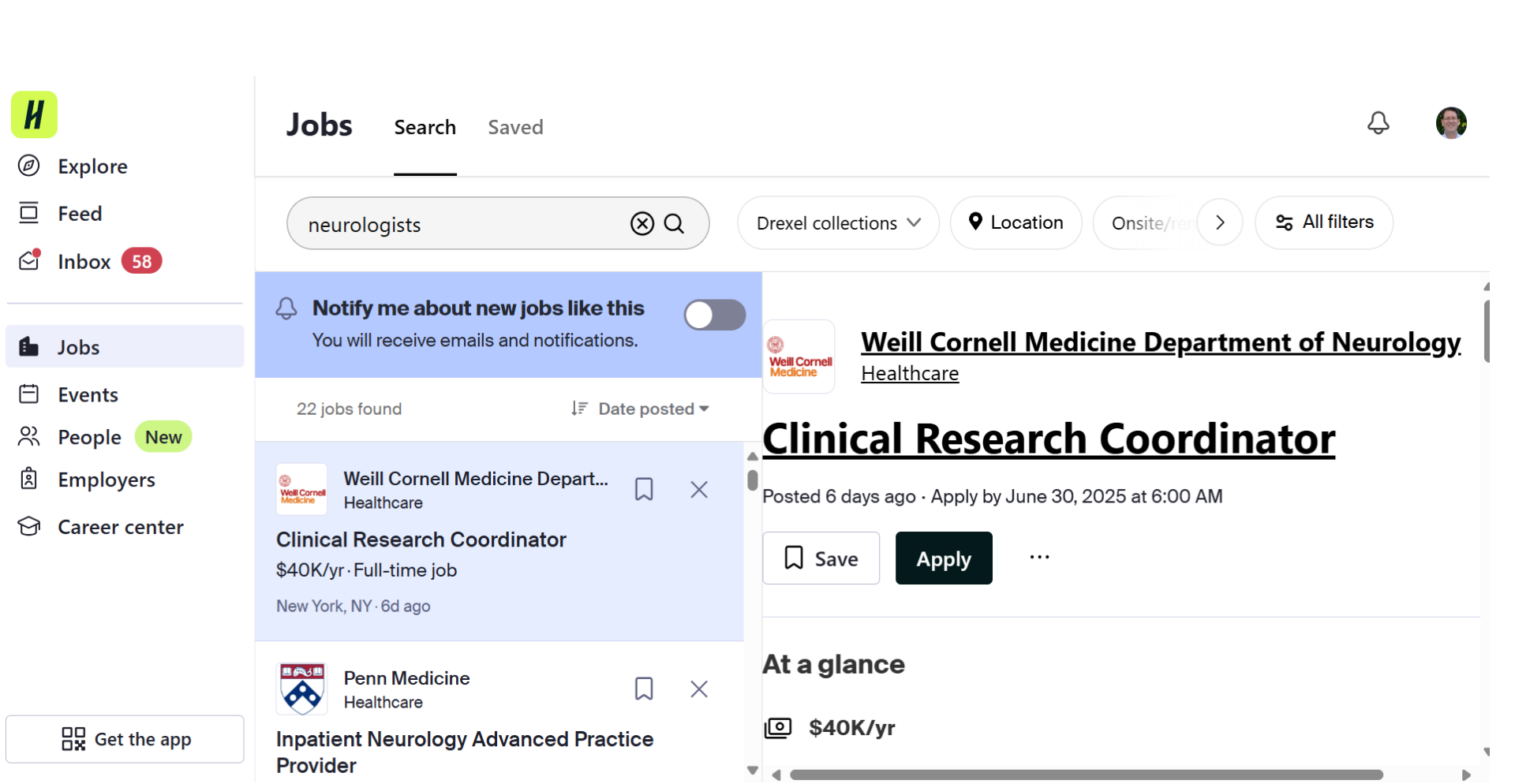
Education

Sales Cloud
Apollo.io
May 2018 to May 2018 (1 month)

- Research companies and generate 50+ leads a month using LinkedIn Sales Navigator Awarded: May 2018 Communications
- Approach potential customers through cold calling, emailing, and social engagement
- Manage, qualify, and track leads using Apollo.io
- Test, measure, and improve outreach strategy using Salesforce Analytics Cloud and Salesforce Sales Cloud Salesforce Salesforce Technical Skills
- Flip 20+ leads to warm leads per month, set initial sales meetings with account executives Analytics Cloud Sales Cloud
- Collaborated with team of account executives and marketing strategists to help refine initial prospecting Apollo.io LinkedIn Sales Navigator

How to Beat ATS





DREXEL UNIVERSITY
Steinbright
Career Development Center

O*NET OnLine

Occupation keyword search

electrician Go

Help Find Occupations Advanced Searches O*NET Data Crosswalks Share Sites

Neurologists

29-1217.00

Bright Outlook Updated 2025

Diagnose, manage, and treat disorders and diseases of the brain, spinal cord, and peripheral nerves, with a primarily nonsurgical focus.

Sample of reported job titles: Adult and Pediatric Neurologist, Adult Neurologist, General Neurologist, Neurologist, Pediatric Neurologist, Physician

Tasks

All 24 displayed

- Interview patients to obtain information, such as complaints, symptoms, medical histories, and family histories.
- Examine patients to obtain information about functional status of areas, such as vision, physical strength, coordination, reflexes, sensations, language skills, cognitive abilities, and mental status.
- Perform or interpret the outcomes of procedures or diagnostic tests, such as lumbar punctures, electroencephalography, electromyography, and nerve conduction velocity tests.
- Order or interpret results of laboratory analyses of patients' blood or cerebrospinal fluid.
- Diagnose neurological conditions based on interpretation of examination findings, histories, or test results.
- Prescribe or administer medications, such as anti-epileptic drugs, and monitor patients for behavioral and cognitive side effects.
- Identify and treat major neurological system diseases and disorders, such as central nervous system infection, cranio spinal trauma, dementia, and stroke.
- Develop treatment plans based on diagnoses and on evaluation of factors, such as age and general health, or procedural risks and costs.
- Inform patients or families of neurological diagnoses and prognoses, or benefits, risks and costs of various treatment plans.
- Prepare, maintain, or review records that include patients' histories, neurological examination findings, treatment plans, or outcomes.
- Communicate with other health care professionals regarding patients' conditions and care.
- Counsel patients or others on the background of neurological disorders including risk factors, or genetic or environmental concerns.
- Interpret the results of neuroimaging studies, such as Magnetic Resonance Imaging (MRI), Single Photon Emission Computed Tomography (SPECT), and Positron Emission Tomography (PET) scans.
- Determine brain death using accepted tests and procedures.
- Coordinate neurological services with other health care team activities.
- Refer patients to other health care practitioners as necessary.
- Advise other physicians on the treatment of neurological problems.
- Participate in continuing education activities to maintain and expand competence.
- Order supportive care services, such as physical therapy, specialized nursing care, and social services.
- Provide training to medical students or staff members.
- Supervise medical technicians in the performance of neurological diagnostic or therapeutic activities.
- Participate in neuroscience research activities.
- Perform specialized treatments in areas such as sleep disorders, neuroimmunology, neuro-oncology, behavioral neurology, and neurogenetics.

Technology Skills

5 of 6 displayed

- **Electronic mail software** — Email software
- **Medical software** — Bizmatics PrognoCIS EMR; eClinicalWorks EHR software; Epic Systems; Nuesoft Technologies NueMD
- **Office suite software** — Microsoft Office software
- **Presentation software** — Microsoft PowerPoint
- **Spreadsheet software** — Microsoft Excel

Hot Technologies are requirements most frequently included across all employer job postings.
See all 6 Hot Technologies for this occupation.

In Demand skills are frequently included in employer job postings for this occupation.
See all 1 In Demand skills for this occupation.

Occupational Requirements

Work Activities

5 of 31 displayed

- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Copilot
Create a PhD Neurologist job description

Job Title: PhD Neurologist

Location: [Insert Location]

Job Type: Full-time

About Us: [Insert Company Name] is a leading healthcare provider dedicated to delivering exceptional patient care and advancing medical research. We are seeking a highly skilled and motivated PhD Neurologist to join our dynamic team.

Job Summary: The PhD Neurologist will be responsible for diagnosing and treating neurological disorders, conducting research, and contributing to the advancement of neurological science. The ideal candidate will have a strong background in neurology, excellent clinical skills, and a passion for research.

Key Responsibilities:

- Diagnose and treat patients with neurological disorders such as epilepsy, Parkinson's disease, multiple sclerosis, and stroke.
- Conduct clinical and laboratory research to advance the understanding of neurological diseases.
- Collaborate with multidisciplinary teams to develop and implement treatment plans.
- Educate patients and their families about neurological conditions and treatment options.
- Publish research findings in peer-reviewed journals and present at medical conferences.
- Stay updated with the latest advancements in neurology and integrate new knowledge into clinical practice.
- Mentor and supervise medical students, residents, and fellows.

Qualifications:

- PhD in Neurology or a related field.
- Medical degree (MD or DO) and board certification in Neurology.
- Proven experience in clinical practice and research.
- Strong analytical and problem-solving skills.

1st application received 200 seconds after a job is posted

75 = average number of candidates that apply for openings

10-20 seconds = Time employers spend on resume

Make your personal marketing tool STAND OUT



Guidelines

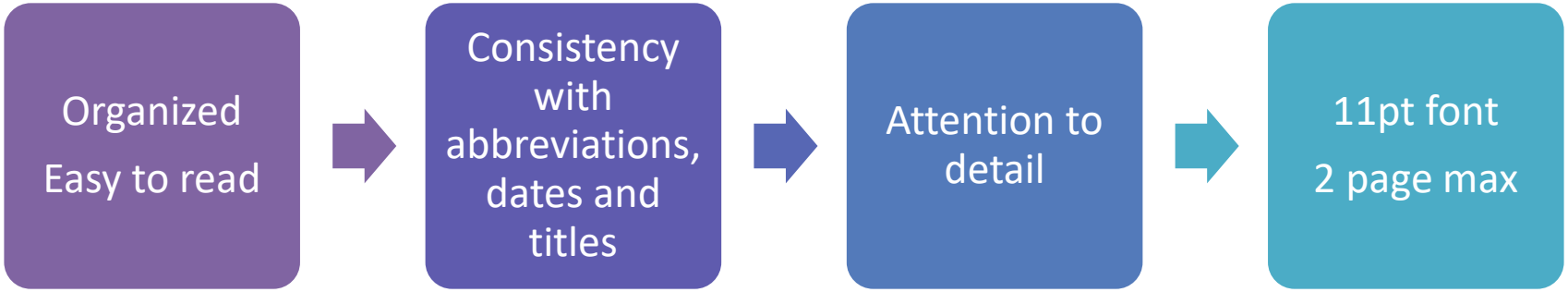
- Reverse chronological order within sections
- Action verbs and watch tenses
- Technical jargon – appropriate to the reader
- Be specific to convey your skills and knowledge
- Format – Consistency in style and fonts; 11 point font, margins that are ≥ 0.5 inches
- Visually appealing and easy to read quickly
- Name on each page; number page 2
- Don’t include personal information such as marital status, children etc.

Resume Sections

- Name and contact information
- Summary of professional qualifications (optional)
- Education - most recent degree first
- Professional Experience
- Other sections as needed (Research, Teaching, Clinical, Military, Community Service)
- Technology
- Professional Association
- Languages



Format



Header

- Review contact information to ensure updated
- Name 1-2 font sizes larger than the rest of your header

Beyonce Knowles
123 Street Road
Philadelphia, PA 19104
215-895-2185
beyonce@drexel.edu

Beyonce Knowles
123 Street Road ▪ Philadelphia, PA 19104 ▪ 215-895-2185 ▪ beyonce @drexel.edu

SUMMARY

- Over 5 years teaching experience in non-profits, student teaching and community activities
- Proficient in …
- Developed curriculum for ??? according to ??????? regulations
- Collaborates with ??? to create/administer etc. ??????????? programs

Education

PhD in Education
Drexel University, Philadelphia, PA
Expected June 2023

M.S. in Higher Education
Another University, Philadelphia, PA
December 2018

B.S. in Psychology
My First College, Anywhere, PA
June 2016

Experience Section

- Prove you are professional through content
- Numbers speak louder than words
- Include results and achievements
- Prioritize bulleted phrases
- Top 1/3 of resume should stand out
- Readers review from left to right

Experience Section

- 3-5 bullets per job are average
- Don’t use the verbs assist, duties include, responsible for and worked
- Remove extraneous words
  (a, an, the, various, as-well-as, both, their, personal pronouns)
- Notice if you repeat the same action verb more than once

Accomplishment Statements



Strong verbs to start your bullets

What was the task you completed?

Why was this important?
Who did you complete the task for?
How was the info used?
Time frame| # of people
| Quantify

Did you:
Save time?
Increase productivity?
Reduce costs?
Improve procedure?
Increase sales?
Enhance performance?

Accomplishment Statements

- What you did
- Why did you do it
- Results
- Specifics (quantifiers)

Demonstrate the impact of your work when writing experience and academic project bullet points

Accomplishment Statement Examples

- Automated and refined monthly metrics reporting process utilizing advanced Excel functionality such as PivotTables and VLOOKUP, saving the company $20k annually

- Forecasted 2020 tax liability for up to 50 clients to develop tax planning strategies and on-time tax payments adhering to IRS rules and regulations resulting in an average of 15% savings per client

Forecasted 2021 tax liability for up to 50 clients to develop tax planning strategies and on-time tax payments adhering to IRS rules and regulations in an average of 15% savings per client

What you did
Why did you do it
What were the results
What are the specifics

Forecasted 2021 tax liability for up to 50 clients to develop tax planning strategies and on-time tax payments adhering to IRS rules and regulations in an average of 15% savings per client

Powerful Resume Language

How you express yourself verbally – orally and in writing – has tremendous impact on the impression you create. If you use language imprecisely, incorrectly, or immaturely, those same adjectives may be applied to you.

A few pointers for resume language:

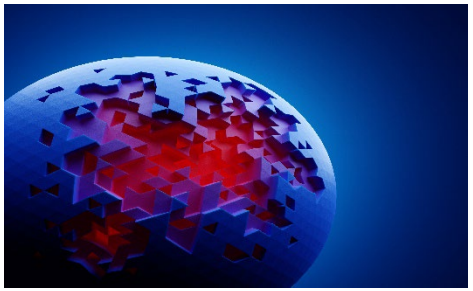
- ✓ Don't write in full, complete sentences. Phrases, key words, and bullets are preferred.
- ✓ Eliminate personal pronouns (I, me, mine).
- ✓ Use buzzwords, technical jargon, and correct names (i.e. "MS Word, not "word processing").
- ✓ Use action verbs to describe your achievements and experiences.

Communication/People Skill

Addressed	Debated	Incorporated	Moderated	Referred
Advertised	Defined	Influenced	Negotiated	Reinforced
Arbitrated	Developed	Interacted	Observed	Reported
Articulated	Directed	Interpreted	Outlined	Resolved
Authored	Discussed	Interviewed	Participated	Responded
Collaborated	Drafted	Involved	Persuaded	Solicited
Composed	Edited	Joined	Presented	Specified
Conferred	Elicited	Judged	Promoted	Summarized
Consulted	Enlisted	Lectured	Proposed	Synthesized
Conveyed	Expressed	Listened	Publicized	Translated
Convinced	Formulated	Marketed	Reconciled	

Awards/Technology
Activities/Professional Associations

- List professional associations or organizations to which you belong
- Include honors/awards and the year in which you received them
- Don't use abbreviations – spell out source of award
- Start with most recent activities and move in reverse chronological order
- Activities and volunteer experiences can highlight skills more difficult to quantify, such as leadership, team-work, time management, organization





Has poeple chechk for speling and grammer miztackes

Send as a PDF

Always completely fill in online applications and follow instructions

ATS (Applicant Tracking Systems) – scanning software & key word searches

Common Resume Mistakes

- Omissions about employment experience or not enough detail about specific duties
- Resume is poorly organized or not reader friendly
- Lack of keywords specific to profession
- Listing very broad or general objectives
- Not following reverse chronological order or using wrong verb tenses

Resume – Best Practices

- Your resume will only receive about 5-15 seconds for the first screening by an employer, to decide if you are "interview worthy".
- Put your most impressive information in the top 1/3 of the resume.
- There should be no misspellings, typing or grammatical errors. Using spell check is not enough – at least 3 human checkers are recommended.
- Do not use the word "I" or any personal pronouns.
- Avoid paragraph or narrative structure. Use lists, bullets, and easy-to-see layout

More Resume Suggestions

- Highlight, bold, underline the points you want the reader to see, but be selective and don't overdo the graphics.
- Use action verbs such as examined, prepared, improved, searched, compiled, managed, performed.
- Stick with one format & font and make sure that everything lines up. Inconsistent margins and spaces look messy.
- Do not include information that you are not prepared to discuss.
- Be careful in using templates – they do not allow you to change formats.
- Do not mention salary or why you left a position.

Peter Green
Address
City/State/Zip
Phone/email

SUMMARY: Over 18 years' experience working in a University Career Center

Counseled 20,000 multi-cultural Undergraduate/Graduate students plus Alumni on Career, Academic & Life issues

EDUCATION:

Ph.D. in Human Resource Development
Drexel University, Philadelphia, PA
Expected, June 2025

B.B.A. in Management
Best University, Nashville, Tennessee

CAREER EXPERIENCE:

DREXEL UNIVERSITY, Philadelphia, PA
Career Counselor/Graduate Co-op Coordinator, 2007-Present

- Counseled 50-60 undergraduate /graduate students, and alumni monthly on resume preparation, interviewing skills, job search strategies and/or MBTI (certified)/SII assessments
- Collaborated with The Office of International Students and Scholars Services (ISSS) to create International Career Week; a series of 8 workshops fall & spring terms for over 300 undergraduate & graduate international students
- Developed & maintained on-going relationship with employers (over 300) for posting Co-op opportunities for Masters' Students
- Produced 4 workshops (orientation, resume, job search strategies & interviewing) for student participation in Graduate Co-op
- Assessed program and recommended changes including creating the new program name (Graduate Co-op Program) and the elimination of the English Waiver /$150 student fee
- Demonstrated flexibility in handling 1 existing Graduate Co-op Program being revised and 2 on-line Graduate Co-op Programs being created
- Advised traditional and on-line Graduate Students on resume preparation, interviewing skills, job search strategies and educational planning
- Trained colleague as my back-up on the policies & procedures of the Graduate Co-op Program (GCP)
- Taught the Career Management required class to 18-25 juniors/seniors every term since summer 2022

STONY BROOK UNIVERSITY, Stony Brook, NY
SR Career Planning & Development Associate, 1996-2007

- Taught the credit bearing Career Planning (CAR 110) 1 section, (CAR 210) 3 sections & (USB 101) 1 section
- Organized & recruited alumni, corporate and government agency professionals to participate in 3 Career Path panel discussions
- Oversaw 2 Job Fairs per year (over 200 companies each semester) and the on-campus recruiting program using InterviewTrak
- Counseled and advised 30-40 alumni, undergraduate & graduate students monthly on career choices, academic advising & job search strategies, using the Strong Interest Inventory, Focus, Discover and the MBTI
- Designed the web-based directions pages that received the "2001 Award for Excellence in Programming" from the SUNY Career Development Organization
- Conceptualized and developed the 1997/98 Career Planning Calendar (awarded 1st place by NACE) which was distributed to over 10,000 students/employers
- Expanded the Career Contact & Alumni Network over 100%, using MonsterTrak, by contacting external partners including alumni and career professionals
- Clarified and advised 20-50 International Students monthly about the requirements needed to participate in Graduate Co-op and working in the United States including CPT, OPT and H-1 B Visas
- Created Graduate Co-op end of term student/employer surveys, using Survey Monkey/Qualtrics, to evaluate overall co-op experience

PROFESSIONAL ASSOCIATION: Pennsylvania Association of Colleges and Employers (PennAce) 2014-Present

TECHNOLOGY SKILLS: Word 2020, Excel, Quark, PowerPoint, Publisher, Photoshop, Type Focus, MonsterTrak, Blackboard, Discover, Perfect Interview, Qualtrics, Lotus, Twitter, Facebook, Symplicity

PHOTOS: Photographer for over 15 years-AmericanRevolutionPhotos.com

Graduate Student's Series Workshops

Steinbright Career Development Center

SCHEDULE FALL TERM 2026

September

Graduate Students-Overview of SCDC Services
Thursday, September 24 1:00-2:00PM

October

Graduate Students-Career Fair Prep
Thursday, October 1 1:00-2:00PM

Graduate Students-Writing an Effective Resume
Tuesday, October 6 2:00- 3:00PM

Graduate Students-New Student- Career To Do List!
Tuesday, October 13 2:00- 3:00PM

Graduate Students-Interviewing Techniques
Thursday, October 22 1:00-2:00PM

Graduate Students-Cover Letters are Important
Tuesday, October 27 2:00-3:00 PM

November

Graduate Students-Writing an Effective Resume
Wednesday, November 4 1:00- 2:00PM

Graduate Students-LinkedIn/Handshake Profiles
Thursday, November 12 1:00-2:00PM

Graduate Students-Job Search Strategies That Work
Wednesday, November 18 2:00-3:00PM

Questions?

Click here to schedule an appointment with a member of the Career Services Team

OR

Contact the Steinbright Career Development Center Career Services team at 215-895-2185, scdc@drexel.edu