



FOR COLLEGE STUDENTS

**SAMPLE BEFORE
AND AFTER RESUME**



Before and After Resumes for College Students

Note: The methods described here are aggressive and difficult and require advanced planning. Most people will be unwilling to do such planning or dig in and do the actual work. Those who do will reap the rewards. There is no substitute for following the process.

Julie, a college sophomore majoring in architecture, wanted summer employment. Although she had some relevant job experience, her résumé was a cookie-cutter version: it looked like everyone else's, and started out with her education.

Most of the 24,000 undergraduates attending the University of Michigan will have résumés that start out exactly the same: BA, History, University of Michigan, 20XX.

If she wants a job with an architectural firm, Julie must make sure the reader would see her as *quite a find* for summer help at an architectural firm. The average résumé is looked at for only 10 seconds. Julie needed to make it easier for the employer to see what she had to offer—and to distinguish herself from her competition: all of the undergrads in her geographic area. The way to do that, most often, is to highlight your work experience, not your education.

Under "Work Experience," highlight the jobs that would be of most interest to your target market. Julie had listed first her work as a library aid—certainly not something that would make architectural firms sit up and take notice. Julie's relevant experience was buried in the middle of her résumé.

The Start of a Good Résumé

So Julie did what every Five O'Clock Clubber does: She *didn't* skip the assessment. She took time to do her Seven Stories Exercise as well as her Forty-Year Vision (See our book, "Targeting the Job You Want"). Through the Seven Stories, she uncovered those things she "enjoyed doing and also did well." The results would help confirm whether architecture was the right path, and give her accomplishments to talk about on her

résumé and cover letter, as well as in the interviewing process.

Here are the results of Julie's Seven Stories Exercise:

1. editor of yearbook
2. soloist in 7th and 8th grades
3. played Gwendolyn in 11th grade play
4. built chair for design class this year
5. built igloo with family
6. trained my dog
7. built stand for cinderblock; it held
8. learned autoCADD—fast & accurately
9. organized binders at work
10. wrote poems that got published
11. helped establish a cappella group
12. won "best science and math student" in my high school (of 40 students)
13. created dance with friends for talent show and won!

Here's Julie's ranked list:

1. editor of yearbook
2. built stand for cinderblock; it held
3. built chair for design class this year
4. wrote poems that got published
5. helped establish a cappella group
6. built igloo with family
7. learned autoCADD- fast & accurately

Julie's Seven Stories results contain elements that support her interest in architecture. At age 11, she was interested in building the igloo. She enjoyed her architecture courses and did well in them. She worked in a civil engineering firm using AutoCADD, a tool that architects use. She enjoyed doing it and did it well. She even enjoyed editing her high school yearbook, which included extensive design work, albeit of another kind.

Julie's Forty-Year Vision

At age 29:

Since Julie had not worked on her Forty-Year Vision before we met, we did a quick version

Words have weight, sound and appearance; it is only by considering these that you can write a sentence that is good to look at and good to listen to.
W. Somerset Maugham

together. Julie imagined herself 10 years from now—at age 29—working for a small architecture firm with about 20 employees. Although Julie was interested in building museums, very few museums get built— as compared with other structures. So she imagined herself in a firm that built family houses, schools and new business owners' offices.

By age 29, Julie did not want to be working on the nitty-gritty everyday work, but wanted to be more involved in planning and have client contact.

At age 39:

"I'll have my architect's license, and would be able to start my own firm if I wanted to. However, 39 may be young to start my own firm, but I would be the person others go to in my present firm."

So, Julie's Forty-Year Vision fits in nicely with the results of her Seven Stories Exercise.

What kind of summer job should Julie aim for now at age 19?

Julie wanted hands-on experience as much as possible, and she was more likely to get that at a smaller firm. She was afraid of getting assigned to doing Auto-CADD all day long, and actually preferred administrative work, perhaps as an assistant to a busy architect, lining up meetings, putting proposals together, and so on. She could see herself doing a variety of computer work.

Her Résumé

So Julie's new résumé emphasized her administrative expertise over her AutoCADD experience. Most often, a student will have a brief summary and list accomplishments under each job. But in Julie's case, we wanted to keep all of her AutoCADD experience together, so we had to put all of it in her summary.

In addition, Julie was hoping to have some client contact. She had no related experience (unless you count talking to customers in a grocery store!), so at the end of her summary, we have listed some personality traits. Perhaps the

hiring team will consider Julie for client contact work.

Wherever possible, we quantified Julie's accomplishments. *Details* can show substance and attract attention!

On the following pages are Julie's "before" and "after" résumés.

Whenever you can, shorten a sentence. And one always can. . . . Caress your sentence tenderly; it will end by smiling at you.
Anatole France

Julie Angelo

julieangelo@umich.edu
angelo555@hotmail.com
76 North Churchill Rd.
Brewster MI 99945

Education

University of Michigan BA, Architecture	1999-2003 Current GPA: 3.42
The Curtis School Graduated Salutatorian, with Highest Honors	1995-1999

Work Experience

Library Aid <i>University of Michigan Blain Library</i> <ul style="list-style-type: none">• Answer customer questions• Shelved and checked out books	1999-2001
Assistant Office Manager <i>Engineering Firm: J. Robert Folchetti and Associates, L.L.C.</i> <ul style="list-style-type: none">• Ran office when needed• Typed and formatted Correspondence• Answered 8 line phone	1999-2001
Assistant Cadd Operator <i>Engineering Firm: J. Robert Folchetti and Associates, L.L.C.</i> <ul style="list-style-type: none">• Corrected and Revised Details• Convert drawings to CADD 2000 format	Summer 2000
Produce Manager, Assistant <i>Kobakers Grocery Store</i> <ul style="list-style-type: none">• Organize and Layout Produce• Answer customer questions	Summer 1998

Skills

Computer: Auto CADD 2000, Adobe Page Maker, Power Point, Word, Word Perfect, Excel, Adobe Photoshop, QuarkExpress
Languages: proficient in German, knowledgeable in Spanish

Julie Angelo

julieangelo@umich.edu
angelo555@hotmail.com
76 North Churchill Rd.
Brewster MI 99945

University of Michigan Box #3124
863 Erie Avenue
Ann Arbor, MI 99999
555-666-4693

**Assistant Office Manager / Assistant AutoCADD Operator
With Civil Engineering Firm**

- **A strong administrator**
 - Organized 90-page client proposals.
 - Organized all forms used in office. Put together 7 binders of forms.
 - Reshelved 400 catalogs.
 - Ran office when needed; answered 8 phone lines; typed and formatted correspondence.
- **AutoCADD experience**
 - Took intensive 40-hour AutoCADD course.
 - Routinely handled small AutoCADD assignments for engineers, saving them hours.
 - Converted drawings to CADD 2000 format.
 - Put together 70-page AutoCADD Manual with drawings.
 - Offered full-time AutoCADD job.
- In **Architecture** class, **won contests**: “most structurally sound design,” “most pleasing to eye.”
- Computer experience: AutoCADD 2000, Adobe PageMaker, Quark Express, Adobe Photoshop, PowerPoint, Excel, Word, Word Perfect
- Languages: proficient in German, knowledgeable in Spanish

Strong working relationships at all levels.

Known for getting the job done efficiently and correctly, and putting in the hours needed.

Work History

Assistant Office Manager / Assistant AutoCADD Operator Summer, 2000 & 1999 to present
Engineering Firm: J. Robert Folchetti and Associates, L.L.C.

Library Aid 1999 to present
University of Michigan Blain Library

- Answer customer questions; shelve and check out books

Produce Manager, Assistant Summer 1998
Kobakers Grocery Store

- Organized and laid out produce; answered customer questions

Education

BA, Architecture, University of Michigan pending (Current GPA: 3.42) 1999-2003

- Helped to develop and create a new a cappella group.

The Curtis School 1995-1999

- Graduated Salutatorian, with Highest Honors
- Yearbook Editor: Developed 250-page book celebrating school’s 150th anniversary
- Wrote poem for national publication; selected as one of ten for audio cassette



PART TWO

RÉSUMÉ CHECKLIST: HOW GOOD IS YOUR RÉSUMÉ?



Quotes to Inspire You

This is the true joy in life, the being used for a purpose recognized by yourself as a mighty one, the being thoroughly worn out before you are thrown on the scrap heap; the being a force of nature instead of a feverish selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy.

George Bernard Shaw

I know you are asking today, "How long will it take?" I come to say to you this afternoon, however difficult the moment, however frustrating the hour, it will not be long, because truth pressed to earth will rise again.

How long? Not long, because no lie can live forever.

How long? Not long, because you still reap what you sow.

How long? Not long, because the arm of the moral universe is long but it bends towards justice.

How long? Not long, 'cause mine eyes have seen the glory of the coming of the Lord, trampling out the vinyards where the grapes of wrath are stored. He has loosed the fateful lightning of his terrible swift sword. His truth is marching on.

He has sounded forth the trumpets that shall never call retreat. He is lifting up the hearts of man before His judgment seat. Oh, be swift, my soul, to answer Him. Be jubilant, my feet. Our God is marching on.

Martin Luther King, Jr.

Dear sir, Be patient toward all that is unsolved in your heart and try to love the questions themselves like locked rooms and like books that are written in a very foreign tongue. Do not now seek the answers, which cannot be given you because you would not be able to live them. And the point is, to live everything. Live the questions now. Perhaps you will then gradually, without noticing it, live along some distant day into the answer. Perhaps you do carry within yourself the possibility of shaping and forming as a particularly happy and pure way of living; train yourself to it—but take whatever comes with trust, and if only it comes out of your own will, out of some need of your inmost being, take it upon yourself and hate nothing.

Rainer Maria Rilke, *Letters to a Young Poet*



Résumé Checklist: How Good Is Your Résumé?

1. Positioning:

- If I spend just **10 seconds** glancing at my résumé, what are the ideas/ words that pop out? (specific job titles, my degrees, specific company names):

- This is how I am "positioned" by my résumé. Is this how I want to be positioned for this target area? Or is this positioning a handicap for the area I am targeting?

2. Level:

- What *level* do I appear to be at? Is it easy for the reader to guess in 10 seconds what my level is? (For example, if I say I "install computer systems," I could be making anywhere from \$15,000 a year to \$200,000 a year.)

3. Summary Statement:

- If I have no summary statement, I am being positioned by the most recent job on my résumé. Is that how I want to be positioned?
- If I have a summary, does the very first line position me for the kind of job I want next?
 - Is this followed by a statement that elaborates on the first statement?
 - Is this followed by statements that prove how good I am or differentiate me from my likely competitors?
 - Have I included a statement or two that give the reader an indication of my personality or my approach to my job?

4. Accomplishments:

- Within each job, did I merely list historically what I had done, or did I state my accomplishments with an eye to what would interest the reader in my target area?
- Are the accomplishments easy to read?
 - Bulleted rather than long paragraphs.
 - No extraneous words.
 - Action-oriented.
 - Measurable and specific.
 - Relevant. Would be of interest to the readers in my target area. Either the accomplishment is something they would want me to do for them, or it shows the breadth of my experience.

5. Overall Appearance:

- Is there plenty of white space? Or is the information squeezed so I can get it on one or two pages?
- Is it laid out nicely so it can serve as my marketing brochure?

6. Miscellaneous:

- Length: is the résumé as short as it can be while still being readable?
- Writing style: can the reader understand the point I am trying to make in each statement?
- Clarity: am I just hoping the reader will draw the right conclusion from what I've said? Or do I take the trouble to state things so clearly that there is no doubt that the reader will come away with the right message?
- Completeness: is all important information included? Have all dates been accounted for?
- Typos: is my résumé error-free?