

Senior Portfolio

Lecture:

Resume

How to look for work:

- Identify a firm and apply
- Classified section in newspaper
- Recruiter
- Personal or electronic network
- Advertise
- Informational interviewing

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Lecture:

Resume

Assemble your assets

Avoid listing mere activities

Focus on successes and accomplishments
(computer savvy, education, registration, travel,
languages, contacts)

Develop a resume, cover letter, attachments

Ten common mistakes:

- Dear Sir or Madam...
- Dear Ms. Hangover
- The number you have dialed has been disconnected
- So-and-so recommended I call you
- I'll call next week to follow up
- I'll just email it to you
- I designed stationary packages
- Job OBJectIVe
- Worked on many projects for local design studios and directly with companies
- I'll take it!

The resume

- Narrative (convey character) or Listing of qualifications (greater volume of facts)
- Use third or first person
- Accomplishments/results, not just activities
- Specific verbs like increased, completed, exceeded, managed, administered
- Avoid: participated in, researched, team member
- Recent works listed first (or by type of work)

Resume Items

- Positions held and results achieved
- Publications
- Education
- Computer savvy
- Registration
- Travel
- Languages spoken
- Military service

Computerized resume

- Optical scanners identify desired skills by searching for industry key words
- Prefer nouns to verbs
- Preformatted resume-writing packages
- Electronic submissions

Cover letter:

- Do your homework
- Do not misspell the name
- State your interest and why you want to work for them
- Why you are just what they are looking for
- Design the letter and resume (type choices, organization of info, paper)
- Keep it simple and readable

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Lecture:

Resume

2/3 of a page

What you are interested and why

Show enthusiasm (know strong points and agenda)

Special qualifications

Readiness to travel

Show confidence (will not would)

Ask for an interview

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Lecture:

Resume

Content determines the length

Consider audience

Name and title of the person

Strengthen message with enclosures and and
attachments (reproductions), identified and captioned