

# Updating Your Resume

Highlight your Knowledge, Skills, Abilities and Accomplishments (KSAs) like these:

Teamwork	Work independently	Teaching Ability
Oral Communication	Analytical Skills	Potential for Research
Leadership	Computer Skills	Academic Content Knowledge
Written Communication	Organizational Skills	Technical Skills
Interpersonal Skills	Self-Confidence	Comfortable in Diverse Settings
Initiative	Detail-Oriented	Maturity
Problem-Solving	Creativity	Flexibility/Adaptability

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Keep using your Resume All to stay organized:

Copy things into your Resume All before deleting them from your tailored resume. Then you can access them if needed in the future.

Suggestion: Keep track of your accomplishments in your Resume All. Do this **throughout your classes** to track those details before the course closes on the course management system (Canvas) and your access to the details ends.

Reminder: A Resume All is that internal, organizational document to list all of your information where you keep ALL of your experiences and list all of your KSAs statements from each one. This is NOT to show employers but for you to use in building a tailored one-page resume. This keeps you from re-writing it every time or forgetting details.

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Update KSA Statements for experiences. Think about your goal:

What do you want an employer to know about this experience?

What skill or knowledge area are you highlighting? **This is the KSA**

(Be obvious, name the KSA, remember to match the verbiage of any specific job description)

Did you use or gain or improve that KSA? **This determines the type of Action Verb**

(Choose a new action verb for each statement, use a synonym if needed to avoid repetition)

How did you use or gain that KSA? **This is the context**

(Be specific and quantify or categorize to provide the **scope** of the experience)

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**Action Verb**

**KSA**

**Context and Scope**

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**Remember:** employers want to see results-oriented descriptions.

**RECRUITER PERSPECTIVE: Alyson Davis, University Relations Specialist at LORD Corporation, asks...**

**Which statement would you notice if you were a recruiter?**

- A) Led a team of five to get sales leads
- B) Oversaw a team of five to generate 60 sales leads and subsequently produced \$800,000 in new revenue within 6 months
- A) Sold merchandise to customers
- B) Analyzed customers' needs and recommended products and services to meet their requirements while simultaneously bolstering sales by 10%

# Making room in your one-page Resume for new content

## Before removing any content:

Adjust your margins (.5" – 1" range), fonts (clean, easily readable), and font sizes (10-12-point range). Consider changing your format to one that uses space more efficiently. Check KSAA statements that run over to a second line by one or two words; adjust wording if possible. Consider providing less detail of a less relevant experience instead of removing it.

So this:

LEADERSHIP EXPERIENCE	
<b>Ski and Snowboard Club, Penn State Erie</b> Treasurer	August 2016 to Present
Utilize verbal and written communication skills in delivering the financial report during club meetings	
Assist with writing and submitting proposals to acquire necessary funding for events	
Collect dues and balance budget for club of over forty members	

Might become this:

LEADERSHIP EXPERIENCE	
<b>Ski and Snowboard Club Treasurer</b> , Penn State Erie	August 2016- Present

## Considerations for removing content:

What skill or knowledge area (KSAA) does this content highlight?  
Is that KSAA highlighted in more recent or relevant experiences on your resume?  
If so, then removing it may gain the space needed for new content

## The Basics Still Matter

### Set up the page:

Make it one side of one page.  
Bold your name and use 14-18-point font; contact information can be 10-point font.

### Organize content:

Put the sections with the most relevant information at the top of the page, and the least relevant at the bottom. In sections where dates are provided, list experiences in reverse chronological order (newest to oldest). In sections without dates, list experiences most to least relevant to this specific opportunity. In each experience, list detail KSAA statements in order of relevance to this specific opportunity.

### Pay attention to details:

Avoid abbreviations, except states (i.e.; PA), G.P.A. or GPA  
Use an email address that is professional (no nicknames or cute sayings included).  
Save your resume as a PDF prior to submitting to preserve formatting. Remove blank pages at the end.  
When printing your resume (for a career fair), use quality off-white bond paper (at least 20 lb. weight).