



Career  
Services

# Resume & Cover Letter Writing including LinkedIn

Ucheonye Maple, Career Specialist

Howard Community College | Career Services

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*Scan me*

# Who Are We?



Ucheonye Maple, MBA – Career Specialist  
[umaple@howardcc.edu](mailto:umaple@howardcc.edu). 443.518.4050



Dr. Debby Curry – Career Specialist  
[dcurry2@howardcc.edu](mailto:dcurry2@howardcc.edu). 443.518.4085



Amy Crawford, Interim Director, Career Service  
[acrawford@howardcc.edu](mailto:acrawford@howardcc.edu). 443.518.1320



Keyara Stevenson – Director Career  
[kstevenson@howardcc.edu](mailto:kstevenson@howardcc.edu). 443.518.4260



Paul Martin NCC, Career Counselor  
[pmartin@howardcc.edu](mailto:pmartin@howardcc.edu). 443.518.4855



# What is a resume?

- An advertisement of you.
  - A snapshot of your educational and professional qualifications.
  - Targeted to jobs you are seeking.
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- [resume-coverletter-linkedin-guidelines.pdf](#)

## What not to include:

- Objective Statement
- Unprofessional email
- Full mailing address
- Multiple phone numbers
- Personal details: social security number, marital status, nationality, sexual orientation, spiritual beliefs
- Headshot
- Pronouns
- Elaborate formats and designs
- Embedded charts and images - not scanner friendly (ATS)
- Spelling and grammar errors



# Applicant Tracking Systems (ATS)

- Your resume will be downloaded and scanned for **Keywords**
- Your resume needs to get through the ATS -- Applicant Tracking System
  - An applicant tracking systems helps **companies** for hiring and recruitment purposes. These systems allow businesses to collect information, organize prospects based on experience and skill set, and **filter applicants**.



# Sections of a Resume

- Contact Information
- Summary
- Skills
  - Certifications and Licenses(if applicable)
- Experience
  - Professional
  - Volunteer Experience
- Education
- Professional Memberships

**Charles Bloomberg**  
◆ New York City, United States ■ charlesbloomberg@wisc.edu ☎ (621) 799-5148 ■ in/bloomberg

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**SUMMARY**

A highly skilled professional with XX years of extensive experience as a leader in HR department, demonstrated understanding of international HR practices. Proven ability to manage all HR functions like recruitment, payroll, HR Administration, workplace compliance, compensation and learning needs. Sound understanding of business process improvement and implementation of HR systems.

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**EXPERIENCE**

**Senior HR Executive**  
Company A June 2018 – June 2019, New York, NY

- Managed the entire HR function for the wiring harness unit of Lear Automotive in India. Reporting to Head HR and leading a team of 3 HR members.
- Handled end-to-end recruitment, including smooth Onboarding and managing hire to exit cycle.
- Ran payroll for multiple business units and managed employee relations and communication involving blue-collar workers.
- Change management: major work towards change in systems, location, and various HR frameworks and carried out monthly and yearly budgeting and forecasting.
- Carried out Yearly Manpower planning with the quarterly review and reported and analyzed on the business unit level as well as to global management.
- Ensured adherence to global policies and procedures and handled SOX audit and other local legal compliances.
- Led the enterprise-wide Learning & Development initiatives and ensured Workplace safety.

**HR & Admin Manager**  
Company B June 2017 – June 2018, New York, NY

- Managed the entire HR and Administration for Evolvea and supervised the HR and admin team. Reporting to CEO.
- Supervised end-to-end recruitment cycle and designed and executed onboarding and orientation process from scratch.
- Designed a performance evaluation cycle from scratch addressing Learning & Development needs, and developed a framework of policies with successful implementation.
- Carried out manpower planning with business units and managed employee relations and communication with grievance management.
- Oversaw change management to ensure a smooth transition of various HR activities with business demands.
- Processed end-to-end payroll, and managed exit process.

**Senior HR Executive**  
Company C June 2016 – June 2017, New York, NY

- Key member of HR Team, reporting to General Manager- HR.
- Primary responsibilities included end-to-end recruitment, onboarding, exit formalities, payroll, grievance handling, HR administration, and employee relations.
- Other responsibilities included Performance evaluation, Report management, Learning & Development.

**HR Executive**  
Company D June 2015 – June 2016, New York, NY

- Led the HR Function for the Organization, reporting to the COO and Director.
- Primary responsibility: Recruitment (end to end), designing and executing Onboarding of new employees. Creating policy framework, creating a framework for learning & development, designing performance evaluation structure, attendance and leave management, managing hire to exit cycle, and Report Management.
- Other responsibilities included: Labor Law Compliance and payroll processing.

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**EDUCATION**

**Masters in Personnel Management**  
New York University · New York, NY · 2015

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**SKILLS**

Talco, PeopleSoft, Recruitment, Payroll Management, Compensation and Benefits, HR Admin, Learning & Development, Employee Relationship Management, PRD Relationship Management, Rewards & Recognition, Compliance & Audits, Employee Grievances, Reports and Analysis, Change Management

# Contact Information

- Email address(Professional) and Phone number
  - Get an email address specifically for job hunting(gmail.com, outlook.com, etc)
- Include your LinkedIn profile URL in your contact information section
- Make your Hyperlinks active (link to your portfolio, website)

# SUMMARY or Profile

Employers spend 3-**6 seconds** looking at your resume -- put the important information up top in the Summary or Profile section

Highlight your relevant skills, education, and experience





# Skills

- Technical Skills: Programming languages, software proficiency, data analysis tools, etc.
  - Communication Skills: Public speaking, negotiation, and interpersonal skills, etc.
  - Soft Skills: Problem Solver, Excellent Customer Service, Project Manager, Organizer, etc.
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# EXPERIENCE

- List jobs in reverse chronological order
- Include company/organization name, city, state, position title and date range
- Include jobs within **the last 10 years**
- Use **action verbs** to describe job duties
- Qualify and quantify, stress accomplishments
- If you want to highlight a certain position, split experience into Relevant Experience and Other Experience

# EDUCATION

- Do not include graduation dates
- Spell out your degrees (Bachelors of Science, not BS)
- Bold your degrees for emphasis
- Include Honors (example: Phi Theta Kappa, Rouse Honors Program)



# FORMATTING

Make it look great!

- Make it readable with sufficient white space
- Use your space wisely - top of the fold
- Choose a modern font - Calibri, Arial, Verdana, Cambria, Times New Roman
- Templates - easy to use, difficult to edit

# Target your resume

- Use **action verbs** (not “Responsible for” with a laundry list )
- Use **Keywords**
- Refer to the job description  
<https://www.thebalancecareers.com/resume-keywords-and-tips-for-using-them-2063331>
- Key Words O\*net Online [www.onetonline.org](http://www.onetonline.org)
- Quantify - show them the numbers
- Jobscan for % Match [www.jobscan.co](http://www.jobscan.co)

# Best Practices

- Remove “References Upon Request” - references should be on separate document
- Follow all directions from employer
- Use a consistent format
- Edit and proofread
- Submit resume in word .doc or .pdf, unless otherwise instructed



## Federal resume (an entirely different beast!)

- Federal Resume Writing Guide
- <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>
- Use the Resume Builder found on [www.usajobs.gov](http://www.usajobs.gov)



# How To Connect



*Scan me*

- Career Services and Job Assistance
  - <https://www.howardcc.edu/services--support/career-services>
  - Phone: 443.518.1340
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