

## **OPCD Podcast: Episode 18 - “Resources for Writing a Resume” (2/12/2015)**

Interview with Ms. Erica Stallings and Ms. Levy Daniel, *Career Coaches within the Office of Professional and Career Development, Harbert College of Business*

**Voiceover:** Anything that makes the resume writing process easier is worth looking into, and that’s what we’re talking today on the Harbert College OPCD Podcast - stick around!

Whether your putting one together for the first time or polishing up a draft you’ve already created, writing a resume has the potential to be a time consuming process. It’s easy to get lost in formatting issues, content questions or even the basic problem of feeling like you don’t have enough work experience to fill up that page. Well it just so happens that the Office of Professional and Career Development is here to help you address and overcome each and every one of those hurdles... plus a whole lot more. We’re talking today with Ms. Erica Stallings and Ms. Levy Daniel. They’re the career coaches here in the OPCD and they’ll fill us in on the top resume resources. As it turns out, there are a few recent additions to TRL that are gonna make your life a whole lot easier!

**E. Stallings:** One of our goals here in the Harbert College of Business, and within the Office of Professional and Career Development, is to ensure that every student has a well designed resume that is marketable and reflective of their skills, and their experiences and education, and that's well formatted and easy for an employer to read. So in thinking about that, part of what we've done recently is to create a new resume template that is standard across the Harbert College of Business and that is easy to use so that all students have a very well designed and well formatted resume. In doing that, we've created a document that's almost like fill in the blank so that you can insert your information easily while keeping a really well nicely designed resume.

**Voiceover:** In addition to that there’s an annotated resume with content organization guidelines.

**L. Daniel:** Also, you can find in the packet that’s posted on TRL, there are sample resumes and they both have a watermark. One has an “A” watermark and one has a “B” watermark. The “A” sample is a resume that what earn the grade of an “A”. If that was submitted to us that’s the grade we would assign it and the “B” would earn the grade of a “B”. It's important that students know that these two samples are the same student. Though what we did was we changed the way that the experiences were talked about. There's a little less detail in resume sample “B”. From that I think students can learn that's where the content will shine. If you have the “A” and you have the “B” next to each other, overwhelmingly students have chosen the “A” to bring in for an interview if they were playing the role of a recruiter. But whenever I let students know that all we did was change the way the information was talked about they then started to see it really is all in the content that it's not necessarily in the experiences, it's the way that you talk about the experiences that really can make you qualified for a job.

**Voiceover:** So there's definitely some great new resources there that you should totally be utilizing. And while you're on TRL to check those out, go ahead and make an appointment with either Ms. Daniel or Ms. Stallings and they can talk you through any resume issues you're still needing help with.

**E. Stallings:** The online template is a great resource and it's a great tool but it definitely is not a replacement for coming in to see a career coach. You have to think of your resume as a living document. It grows and evolves as you grow and evolve and what we're able to do is help you really capture the content in a way that is going to market you and your skills well. It may be hard to put things down on paper but if we can talk about it and a coach can hear exactly what you've done, we're really good at taking your experiences and writing them out on paper in a way that's attractive to an employer and incorporating key words. Because a lot of times these employers will use software that scans your resume for specific words, so coming in to talk to us really will help so that your resume is one that employer keeps and holds on for an interview.

**Voiceover:** Check out TRL at [jobs.auburn.edu](http://jobs.auburn.edu) and, if you've never been by before, here's what you need to know to set up a career coaching appointment.

**L. Daniel:** What you'll need to do is go on to TRL on your student login and in the top corner you'll see "coaching appointment" or in the resources it'll say "request in OPCD coaching appointment." If you click on that link it will connect you to our appointment system.

**Voiceover:** From there, select "request a new appointment" then choose the "resume/cover letter" option.

**L. Daniel:** If you're just wanting your resume critiqued, you already have one made and you're just want a little bit of feedback on it, this can be done in 15 minutes. If you're wanting a little bit more, if you don't really have a resume yet made or you feel like you're kind of wanting to start fresh you're going to need a 30 minute appointment.

**Voiceover:** And we'd love to see you stop by. We're located in Lowder 101, walk in hours are daily from 11-2 and in case you missed it that TRL address is [jobs.auburn.edu](http://jobs.auburn.edu). We're continuing on next week with tips for writing a polished resume so between now and then you've got a few days to check out all the cool things mentioned today. Thanks to Ms. Daniel and Ms. Stallings for their time and advice and we'll see them and you back here next week on the OPCD Podcast - have an awesome day!