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Resume Development: It IS all about you!

A career development webinar for
Deloitte alumni

Audio: Toll-free (US, only) 888-391-6574

Participant code: 3848745

WebEx: <https://deloitteevents.webex.com/deloitteevents/onstage/g.php?MTID=e1136e4323a9ada54ad5d6e113aeef344>

October 13, 2016

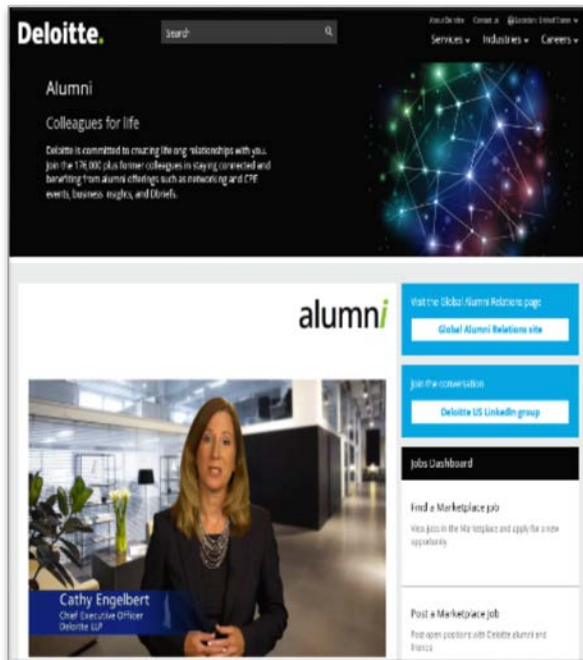
alumni*i*

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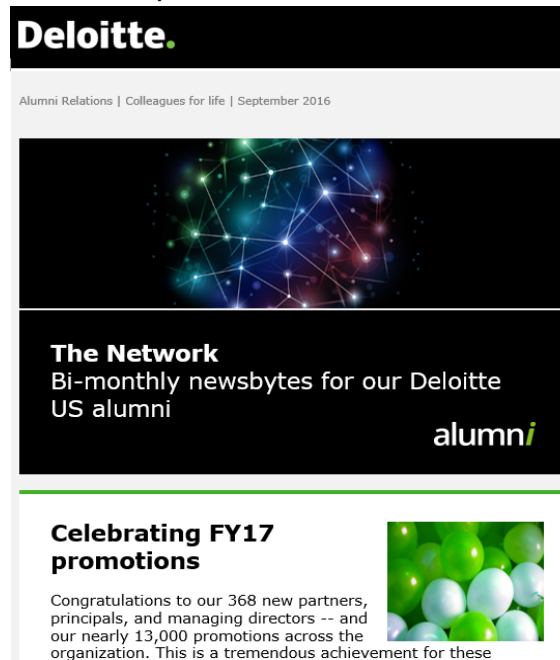
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Search "alumni" to visit a central location for alumni to access information and resources



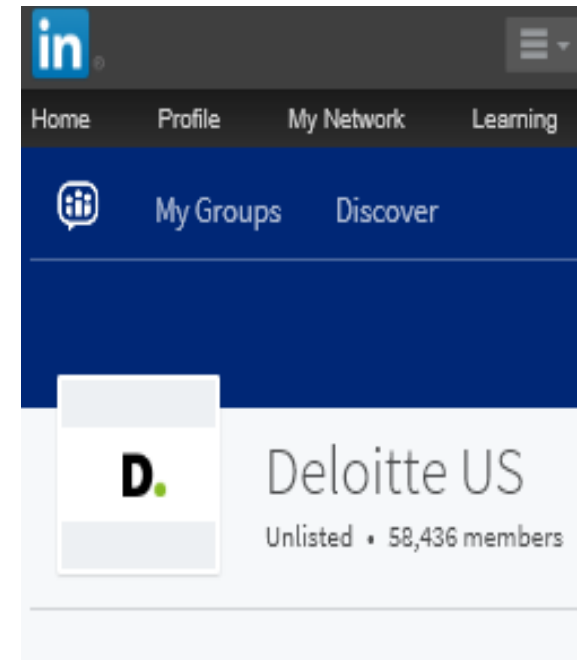
Email

Receive newsletters, event invitations and more. Update your contact info by emailing alumnirequest@DELOITTE.com with subject line "Submitting Alumni Update."



Deloitte US LinkedIn Group

Engage with fellow Deloitte alumni and current professionals and stay current on events, thought leadership by joining the [Deloitte US LinkedIn group](#).



Career support

Developing and supporting alumni

Marketplace Jobs – Find a job

The dashboard provides visibility to job opportunities from thousands of marketplace employers seeking candidates with valuable Deloitte experience. Learn more about the [U.S. program](#).

Marketplace Jobs – Post a job

Hiring companies appreciate the opportunity to target candidates with Deloitte experience. Learn more about the [U.S. program](#).

Career Development & Transition

Our coaching team hosts career-focused webinars and events for ongoing career development of our valued alumni. [See details](#).

Looking for a new opportunity?

Peruse the openings shared with us by employers who are seeking candidates with Deloitte experience and submit your resume to gain direct visibility with the hiring contact.

This site is intended only for use by Deloitte alumni, employees and sponsored friends. Resumes of anyone not matching this description will be blocked.

Marketplace Jobs

Enter Keywords

Go

OR

[Advanced Search](#)



Deloitte Alumni
Stand out in a crowd

Company resources

Extending perks to alumni

Referral program

Eligible alumni are rewarded for successful hires. Learn more about the [U.S. program](#)

Business insights

Alumni can register to receive thoughtware from Deloitte, including publications from [DU Press](#)

Company discounts


Discounts traditionally reserved for employees are available to our alumni. Learn more about the [U.S. Alumni Perks program](#). First time code: Alumni.



Deloitte Review 19

Cybercrime has gone professional, with organized crime and national governments sponsoring cyberattacks on everything from sensitive government data to corporations' intellectual property. This issue explores ways that organizations can fight back and implement measures to manage cyber risk.

Special section: Cyber risk management



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Alumni Perks

WELCOME TO ALUMNI PERKS

By leveraging the purchasing power of all our alumni, you can save on almost everything you want to buy.

Also, earn points for every dollar you spend and get even more stuff for free.

20,913 registered Alumni Perks members, and growing...

- Computers**
Alumni Pricing for all major brands
- Eating In or Out**
Up to 90% off at 18,000 locations
- Personal Vacations**
Air, Hotel & Car Rentals from Corporate Perks
- Electronics**
Best Prices from manufacturers & retailers
- Cell Phones**
Discounts on your monthly bill
- Movie Tickets**
Up to 35% Off at the Movies
- New and Used Cars**
Employee Auto Buying Program
- Exclusives**
Internal Perks from Strategic Vendors
- And More**
Save at over 30,000 merchants

Agenda

- The Theory Behind Resume Writing
- Components of an Engaging Resume
- Different Types of Resumes
- Key Takeaways and Next Steps



Webinar Objectives

After this class you should be able to:

- Capture a reader's attention quickly with a strong resume introduction
- Write results-oriented accomplishments
- Articulate what makes you stand out as a candidate
- Present only those things that are important to you and the reader



The theory behind resume writing...

Most recruiters don't spend much time reviewing resumes.

00:06

In fact, it is believed it is often an average of only six seconds per resume.

The Recruiter's Challenge

30000

Resumes

100

Applicants

30

Openings

How many recruiters read resumes

In 6 seconds a recruiter will likely:

- Look at your name
- Scan your introduction for desired keywords
- Jump down to the education
- Jump up to the experience
 - Scan your employers
 - Read the first entry
- *Decide whether or not to call you for an interview!*



Before you write

- Know what you are targeting
- Pull two or three job descriptions that are aligned to your target
- Extract skills and **keywords**
- Focus on the past 10 years
- Use of Pronouns
 - No first person
- White space



Key elements of an well-written resume

- Contact information
- Resume introduction
- Professional experience
- Education and certifications
- Optional sections



Contact Information

- Name
- Email address (no questionable names!)
- Phone number
- City and state (street address not necessary)
- LinkedIn profile link - optional

Sally Smith

Sally.smith@yahoo.com | 201-555-8473 | New York, NY | www.linkedin.com/in/sallysmith

Title/Brand

- Replaces generic “Professional Summary”
- Recruiter can quickly see who you are
- Can be your last official title
- Suggest mirroring your target job titles

Sally Smith

Sally.smith@yahoo.com | 201-555-8473 | New York, NY | www.linkedin.com/in/sallysmith

IT STRATEGY CONSULTANT

Summary statement

- Four or five sentences that give a high level overview of you as a professional
- List key skills and capabilities, functions, industries
- Includes a “Known For” statement
- Shows value to an employer – the ‘WIFM?’ answer



Summary statement example

Sally Smith

Sally.smith@yahoo.com | 201-555-8473 | New York, NY | www.linkedin.com/in/sallysmith

IT STRATEGY CONSULTANT

Accomplished Information Technology consulting professional with 12+ years of experience in IT strategy, cost optimization, implementation, and global project management. Known for ability to act as a liaison between technical and non-technical departments and transforming critical business objectives into technical initiatives. Strong technical skills and full life cycle experience in application, infrastructure, and security/compliance across various technologies. Experienced global project manager with experience managing business and technical team members, vendors, and working with senior executive stakeholders. Motivated leader with extensive experience in large global IT transformations with high visibility.

Areas of expertise section

What you might include:

- Key skills – hard skills and soft skills
- Mirror the keywords in your target job descriptions
- 8-10 bullets
- Spoon-feed the recruiter!



Areas of Expertise Example

Sally Smith

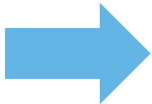
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AREAS OF EXPERTISE

IT Strategy • IT Cost Optimization • IT Service Management • Outsourcing / Vendor Management
Business Case Development / Realization • Program Management • Stakeholder Management • Application Rationalization



Professional Experience

- Chronological v. Functional
- Accomplishments v. Responsibilities
- Highlight the skills that align most to the job requirements
- Abbreviate the experience that is over 10-12 years



Professional Experience Example

PROFESSIONAL EXPERIENCE

DELOITTE CONSULTING LLP – Atlanta, GA

2008 to Present

MANAGER, TECHNOLOGY STRATEGY

Provided strategic business IT consulting services to over 10 Global clients predominately in the Fortune 500. Acted as a senior advisor to senior C-level management, IT and business leaders on IT strategy, cost optimization, implementations, and global transformations to IT departments. Led teams through a broad array application, infrastructure, and security/compliance related projects, using PMP methodologies and provided in-depth technical level perspectives. Managed, oversaw and coordinated technical teams, providing guidance and decision making direction based on past experiences. Project experience includes restructure global IT departments/outsourcing, data center migrations and optimization/virtualization, application rationalization and upgrades, and network deployments and upgrades. **Representative projects include:**

\$20B GLOBAL AUTO MANUFACTURER – Chicago, IL (*April 2012 –March 2013*)

- Managed team of 10 through the development of strategy and end-state architecture for business unit separation of infrastructure including, data center and network, from parent company
- Led application strategy sessions with key business and technical stakeholders to determine multi-year application upgrade timing and budget impacts
- Managed the review of a cross tower IT budget for a \$4B business unit and determined opportunities for cost reduction while realigning IT organization to changing business strategy

Accomplishments v. Responsibilities



Challenge



Action



Result

Sample accomplishments

- Identified a gap between what a stakeholder was asking for and what was realistically deliverable. Worked with the stakeholder by asking a series of probing and clarifying questions to redefine the assignment and set expectations. Presentation was delivered with few changes required and on time.
- Provided \$525K in savings and 20% productivity enhancement as lead process improvement manager for 15 member IT executive team focused on redesign of IT project planning and resource forecasting procedures. Built consensus amongst differing opinions and led change management communications.

Education and certifications

- List degrees chronologically from highest to lowest
- List education first, followed by certifications
- Only include relevant continuing education
- Graduation years are optional!



Education and certifications example

EDUCATION/CERTIFICATIONS

Bachelor of Arts, Political Science/Russian – University of Notre Dame – South Bend, IN

UNITE Teaching Certificate Program– Northwestern University – Evanston, IL

Certified Brain-Based Success Coach, 2016

Myers-Briggs Type Indicator (MBTI) Certified, 2013

K-9 IL Teaching Certification

Optional Sections

- Professional memberships and affiliations
- Eminence activities (authorship, speaking engagements)
- Community service
- Relevant or unique personal interests



What is a functional resume?

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are **changing careers** or who have **gaps in their employment history**.



Functional resume example

CAREER HIGHLIGHTS

FUNDRAISING/MARKETING

- As liaison and committee member for the \$5M not-for-profit organization, **raised \$.5M via strategic networking** to benefit the organization. Starting with personal network, relied on relationship building skills to snowball donations.
- **Developed signature fundraising event for urban school association** incorporating students, school leadership, and the greater community
- **Chaired large fundraising events** and dinners for educational organizations (600+ attendees).

LEADERSHIP

- Developed and implemented a young men's volunteer group focused on social impact. Group has grown to over 40 members in less than one year.
- **Orchestrated first live Alumni regional meeting in over 10 years**, including leaders from 15 cities. As a result, cultivated greater awareness and cross communication between the clubs.
- As Associate Director of Planning for the 200+ person regional religious association, trained parish leadership on a parish planning process, and published a statistical report that diocesan entities could use to make better strategic decisions.
- **Led a literacy program for 500 member organization** resulting in refurbished and restocked libraries in two underserved inner-city schools.
- Serves as an **active member on several national and local Boards of Directors**.

STRATEGIC PLANNING

- Facilitated strategic planning session for local urban school association which identified critical issues for action.
- Develops mission, vision and annual plans for local and national non-profits through Board participation.

Resume length

- Anything longer than 2 pages should be tightened up (some exceptions in IT, Federal)
- Make sure everything is unique—don't repeat responsibilities
- Consider dropping the content but not the employer and job title from your earliest experiences
- You can talk about your experience in more detail at an interview

What's next?

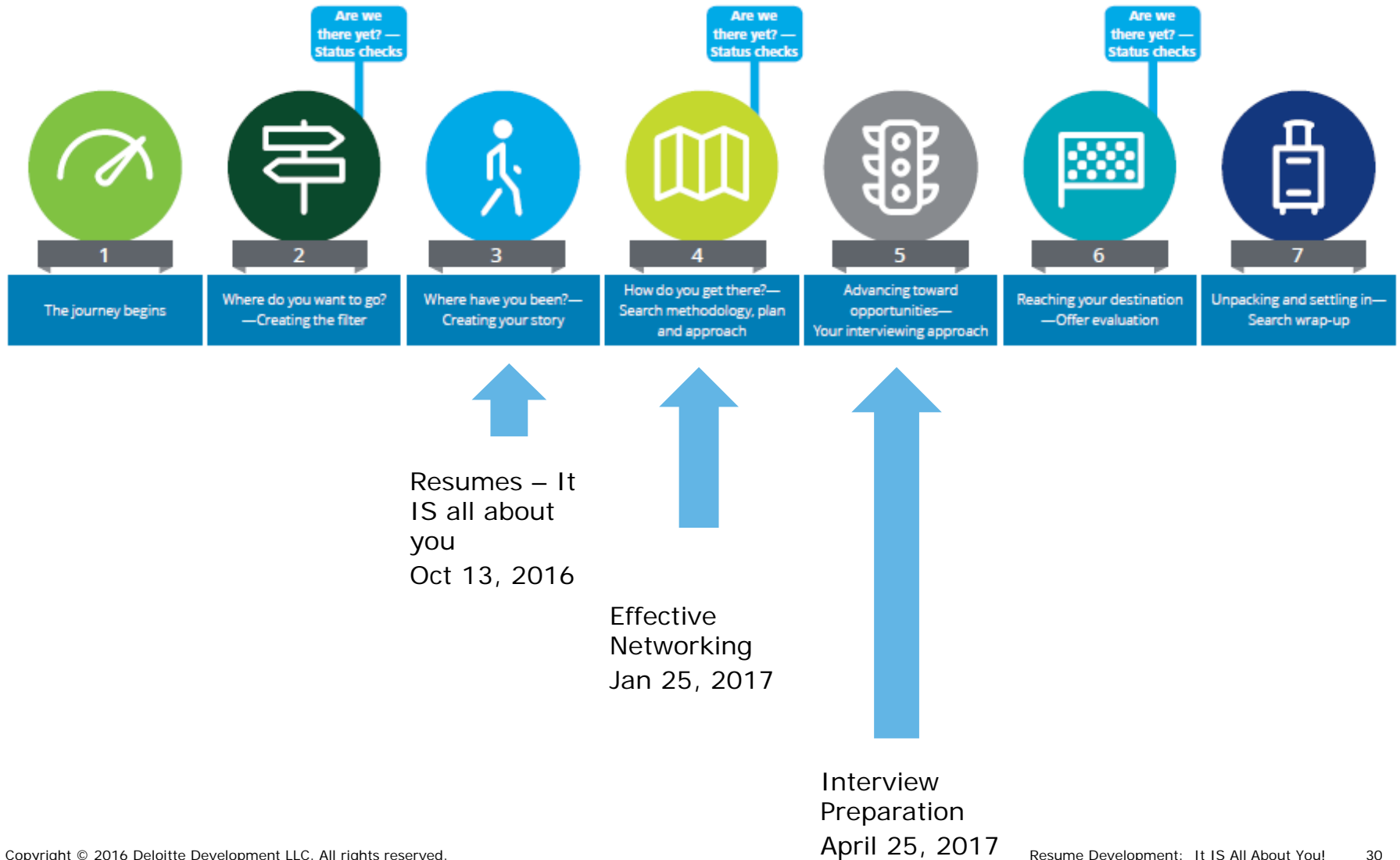
- Find “perfect” job descriptions
- Identify keywords to be used
- Choose several stories that highlight these skills
- Don't forget to read it out loud so that you “hear” what the reader is reading
- Ask a trusted friend to review



Q&A



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