



5 THINGS TO AVOID ON YOUR RESUME

WEBINAR

Hosted by Sauder Alumni Career Services



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA



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Resume Lacks Focus



Profile Example:

Seasoned strategic, tactical and operational professional with extensive expertise leading the full scope of Finance, Information Systems, and Human Resources. Impeccable business acumen with outstanding financial qualifications and verifiable experience overseeing multi-million dollar budgets. Talent for leading mergers, restructuring organizations and managing change to deliver enterprise excellence.

Resume Lacks Keywords



www.wordle.net

Task Driven Instead of Accomplishment Driven



Things to think about:

- How did you do the job better than anyone else?
- What did you do to make it your own?
- What special things did you do to impress your boss so that you might be promoted?
- What were the problems or challenges that you or the organization faced?
- What did you do to overcome the problems?
- What were the results of your efforts?
- How did the company benefit from your performance?
- How did you leave your employers better off than before you worked for them?

How have you helped your employers to:

- Make money or increase revenue
- Save money
- Save time; decrease or reduce
- Make work easier and more efficient; improve or streamline (operational) processes
- Solve a specific problem
- Be more competitive
- Build relationships
- Expand the business
- Attract new customers

Task Driven Instead of Accomplishment Driven



ACCOMPLISHMENT STATEMENTS:

- Improved sales performance by 25% through teaching and mentoring a team of 20 sales professionals
- Spearheaded the development of innovative technical software applications that facilitated the more efficient and effective delivery of services, resulting in a projected headcount reduction of 15%.
- Secured two key accounts worth 1.2 million each in increased business revenue by following up with new business contacts, promoting reciprocal business relationships and fostering strategic alliances

Errors: Must have Resume Proofread



Relying on Only Online Applications: Network & Use Connections



Bonus: Things to Avoid

- References Upon Request
- Overuse of bullets
- Listing Items on your resume that are not in a relevant order
 - Employer name and position first; then dates
 - Education section: position at top or bottom
 - Name of degree, school & city, graduation date
 - Experience: Reverse chronological order
 - Experience: Accomplishment statements within each position

Questions?

A graphic consisting of two overlapping speech bubbles. The left bubble is olive green and the right bubble is light grey. The text 'Q&A' is written in white, bold, sans-serif font across the center of the overlapping area.

Q&A

Alumni Career Services

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