

BACK TO SCHOOL



BACK TO WORK



OUR AGENDA

1

**Resume
Presentation**

2

**Panel
Discussion**



Q&A

3

**Stay for...
Conversations
and
Connections**

Current Trends in Resume Writing

**Laura
Paley**

**College of
DuPage**

**Susi
Pihera**

**workNet
DuPage**

**Jennifer
Weggeman**

**workNet
DuPage**

**This is the beginning
of your job search
adventure!**



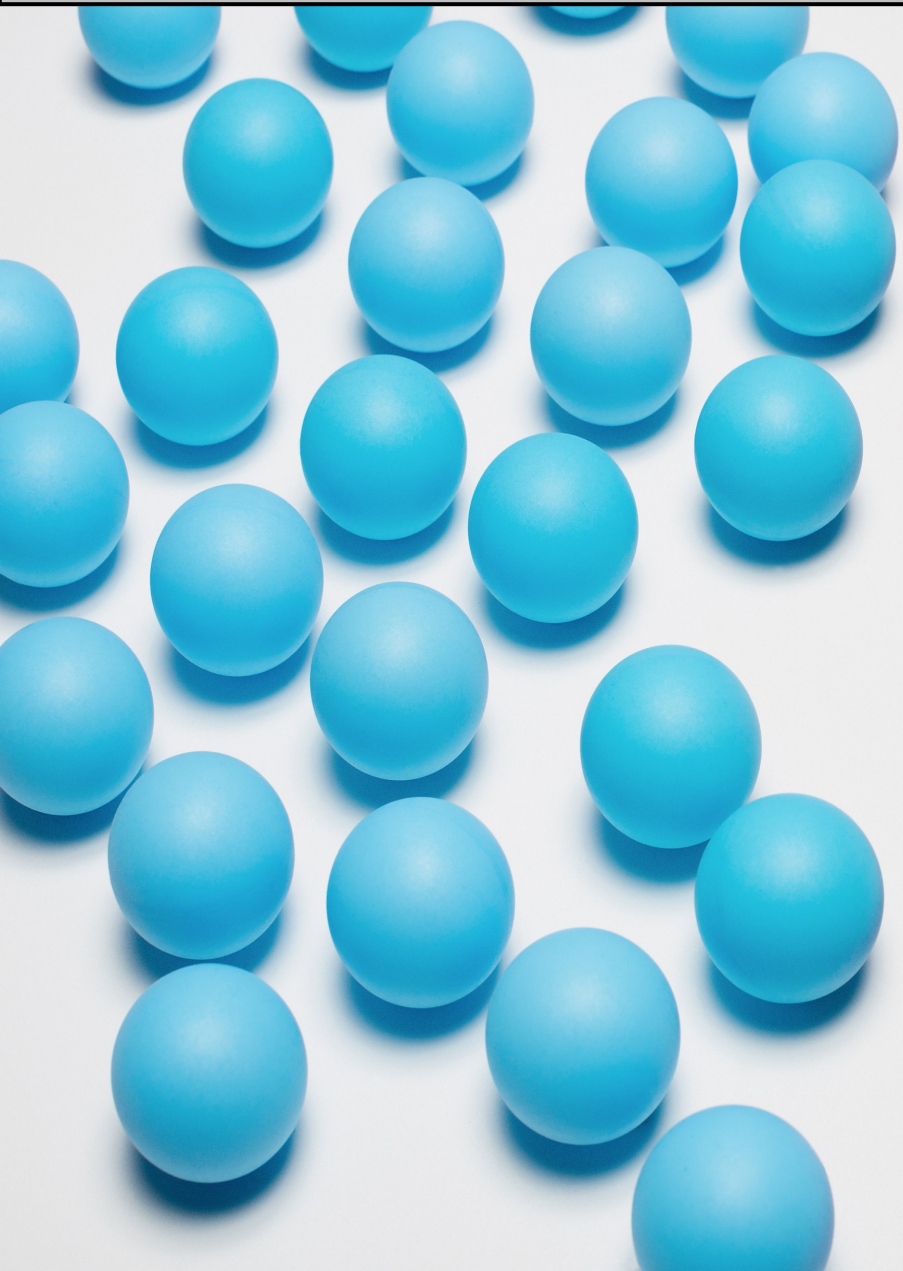
Re-entry Begins Now

- **Being here = you're ready.**
- **What have you gained from this time away?**
- **LinkedIn "Career Pause" option exists for professionals just like you.**
- **Imposter syndrome is real. Don't buy into it.**

Caregivers and Employment

- **Approximately 43% of highly skilled women leave the workforce after becoming mothers (The Mom Project).**
- **Maternal employment declined close to 16% in 2020, nearly double the decline for paternal employment. Recovery still lags (USDOL).**
- **Differences in job search behaviors, men vs. women, have a direct impact on employment.**

Win the Job Search Game



Self-Assessment



Resume



Interview



Job offer(s)



Career Break/Pause

How to address the career break or career pause

- Identify your transferrable skills from your caregiving and/or stay-at-home time

Your Transferrable Skills

- Reflect on your caregiver experience including volunteer/community experience
- Highlight both your transferrable skills and soft skills
- Tailor your resume to the job
- Results using \$, %, #

EXAMPLE

Experience

Joan Jobseeker Household, Lisle IL
Caregiver

9/2011 - Present

- Manage multiple schedules for a household of two adults and twin children
- Create and implement daily routines for effective scheduling
- Establish budgets for utilities, food and other necessities to maintain fiscal responsibility
- Coordinate medical appointments for all family members and follow up with health care providers
- Balance caregiving duties with freelance work using time management strategies
- PTA treasurer responsible for school's fundraising activities. Organized 5 events that raised over \$32,000 to purchase resources for the students.
- Organized and promoted annual soccer club banquet for 100 players and their families.

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Use S.P.A.R.T. to identify your:

- Skills
- Achievements
- Accomplishments
- Interview Stories

Pro Tip

- Write out the story following the SPART structure
- Label each topic/skill
- Label the story

SITUATION overview. Briefly explain.

PROBLEM Briefly explain.

ACTION Briefly explain steps taken to resolve the problem

RESULT What was the result of the action

TIE-IN Explain how the story relates to the job



RESUME TYPES



Types of Resumes

- Chronological
- Functional
- Hybrid



Formatting considerations

- Career Changers or Re-entering workforce
- Gaps – Caregiving, Personal Absence



Top 1/2 page is your resume's prime real estate

Top 1/2 page includes:

- Professional summary
- 2- 3 key accomplishments related to the job posting
- Skills/competency section
- Technology skills section

Joan Jobseeker

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PROFESSIONAL/CAREER SUMMARY

High level career overview. 2-3 sentences that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

Key Accomplishments: 2 - 3 bullet points using \$, % or #

- Accomplishment

Skills:

Technology skills:

Resume Heading Format

- Font Size: 11 or 12 point
- Font Style:
 - Arial
 - Calibri
 - Verdana
 - Helvetica
 - Tahoma
- Keep Same Font Size and Style
- No credentials behind name, such as, MBA or PMP. ATS will not parse correctly

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Professional Summary

- High level career overview.
- 2-3 sentences that include your years of professional experience
- Your accomplishments,
- Top skills and strengths as they relate to the position and what you're looking for in your next role.
- Include industry experience

EXAMPLE

Executive Assistant skilled at maintaining high-volume medical office environments by efficiently coordinating files, appointments and other patient needs while supporting five doctors and staff. Positive and friendly with excellent interpersonal communication skills.

Accomplishments:

- Created and managed master calendar which increased scheduling efficiency by 50%
- Developed new check-out and billing process which led to a 25% increase billing accuracy and payment collection.
- Coordinated scheduling, check-in, check-out and payments for over 30 patients a day

Skills: Health insurance claims | Medical office administration | Prioritization and Problem-solving | Communication (written and verbal) | Discretion | HIPAA

Do not write an objective statement . Example:

“To obtain a position as an executive assistant...”

Skills & Technology Section Format

Skills: Active Listening | Complaint Resolution | Building Customer Loyalty | Improving Customer Experience | Up-Selling

Technology Skills

Microsoft Programs: Word | Excel | PowerPoint | Access | Outlook | SharePoint | Azure

Accounting & CRM: QuickBooks | Sage 50 Pro Accounting | Oracle PeopleSoft CRM | Salesforce

Remote: Zoom | Microsoft Teams | Webex

Are your technology skills up to date?

There are many free resources to help you.

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Work Experience Format

Company Name City, ST	Dates
Job Title	

EXAMPLE

ABC Medical Office, Lisle IL

3/2009 – Present

Office Manager

11/2022 - Present

- Accomplishment
- Accomplishment

Administrative Medical Assistant

3/2009-11/2022

- Accomplishment
- Accomplishment

Results using \$, %, #.

Education Section Format

- List degrees in order from highest to lowest
- You **may** include years
- If recently graduated, move up under Summary

Format:

UNIVERSITY or COLLEGE – City, ST
Degree attained (Bold)

Example:

Roosevelt University, Chicago, IL
Master of Arts, Business Administration

Saint John's University Collegeville, MN
Bachelor of Science, Hospitality Management

Professional Development Format

List:

- School
- Location
- Enrollment Status
- Coursework
- DATES to right

Example:

ABC Learning Provider Lombard, IL Spring 2024
In-Progress Microsoft Office Specialist Training

ABC Learning Provider Lombard, IL 5/2023
Completed Microsoft Office Specialist Training

ABC Learning Provider Lombard, IL 5/2023
Certified Microsoft Office Specialist (MOS)

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Other Formatting Tips

- **Use closed bullets**
- **No tables**
- **No columns**
- **It is ok to use italics**
- **It is ok to use bold lettering**
- **Do not use white font**

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Cover Letter

- Reflect on your caregiver experience
- Highlight both your transferrable skills and soft skills
- Tailor your resume to the job
- Results using \$, %, #
- Focus on the future!

EXAMPLE

Dear [Hiring Manager's Name],

My name is Jane, and I'm writing to apply for the new and exciting role of volunteer coordinator at Helping the Homeless. Previously, I worked as the volunteer coordinator for Habitat for Humanity, and it was a transformative experience for me. I'm confident that I can take my skills and experience from that opportunity and make a positive impact on your team as well.

At Habitat for Humanity, I screened and hired 20 new volunteers to work on building projects, sharpening my eye for good hires and furthering my interpersonal communication skills. Not only did I maintain detailed records on all the people who volunteered there during my tenure, but I also actively sought to address their concerns about the nature of their work and relationships with their peers. Because of these roles, I developed a reputation as a nurturing yet professional presence whom they could always reach out to for help.

In addition to my volunteer experience, I also served as the PTA Treasurer at Elma Elementary School where my daughter was enrolled at the time. There, I had the chance to organize fundraisers which generated more than \$32,000 in income – money that was then used to purchase resources for students. As chair of the finance committee, I built a \$60,000 budget for the 2016-2017 school year, and directed how these funds could be fairly distributed amongst the different grade levels.

My experience and personal skills make me a strong candidate for this position. If hired, I will ensure that your organization is made up of hardworking individuals who are passionate about helping the homeless build better lives for themselves. If you would like to discuss the possibility of me joining your team, please do not hesitate to contact me at (xxx) xxx-xxxx or by email at jane.doe@gmail.com. Thank you for your consideration, and I hope to meet you soon.

Best Regards,

Jane Doe

Our Top Favorite Resume Tips

Jennifer's top tip:

Add Volunteer / Community Service

**Experience as work experience
or separate section**

Laura's top tip:

**Customize your resume with a
skills audit. Are you telling them
what you think you're telling
them?"**

Susi's top tip:

**Toot your Horn! Tell an employer
what great skills you have to offer!**

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Next Steps

1. Reflect on your caregiving experience, volunteer/community and previous work experience
2. Write down your stories and identify transferable skills learned or refined by using the S.P.A.R.T. method
3. Use a highlighter to identify the key skills in the job posting
4. Tailor your resume for each job and
5. Focus on the future! You have a LOT to offer an employer!



Panel Discussion

**Heidi
Bolger**

Coldwell Banker

**Caryn
Kent-Dean**

Once Upon An RFP

**Lynette
Kolodzej**

Giesecke+Devrient

**Magda
Tomala**

**workNet DuPage
Client**



Thank you for attending!

Join us for the next
Back to School Back to Work sessions:

**Friday, September 22, 2023
10 AM – 11 AM
Job Searching in a Digital World**

**Friday, September 29, 2023
10 AM – 11 AM
Interviewing & Negotiating**

Questions?