



Apply to Graduate by: April 14, 2023

You can participate in graduation if you are
graduating by December 31, 2023

Main Commencement: June 16, 2023, 1-4pm



Resume Workshop

Thesis Workshop

Winter 2023





Agenda

Resumes/Cover Letters/Applications

What is the distinction between the three? What goes in your resume?

Strategies

Formatting, organization, content!

Objectives and Goals

What is your objective in your resume? What goals are you hoping to convey?

Questions?

Primary goals for your resume



- Scannable and easy to find important information
- To showcase the direction that you are going in your career (signal career trajectory or change)
- Answer the questions: Why you? Why now? Why this job?
- Demonstrate measurable hard skills and soft skills
- Expand on experiences in 1 or 2 pages (3 or more if you have a lot of work experience)



Resume

- ✓ Drafted in first person, past tense, active voice
- ✓ Scannable
- ✓ Elevates hard skills with measurable outcomes
- ✓ Information is dense and easy to find
- ✓ Experience can be organized in reverse chronological order or by experience type



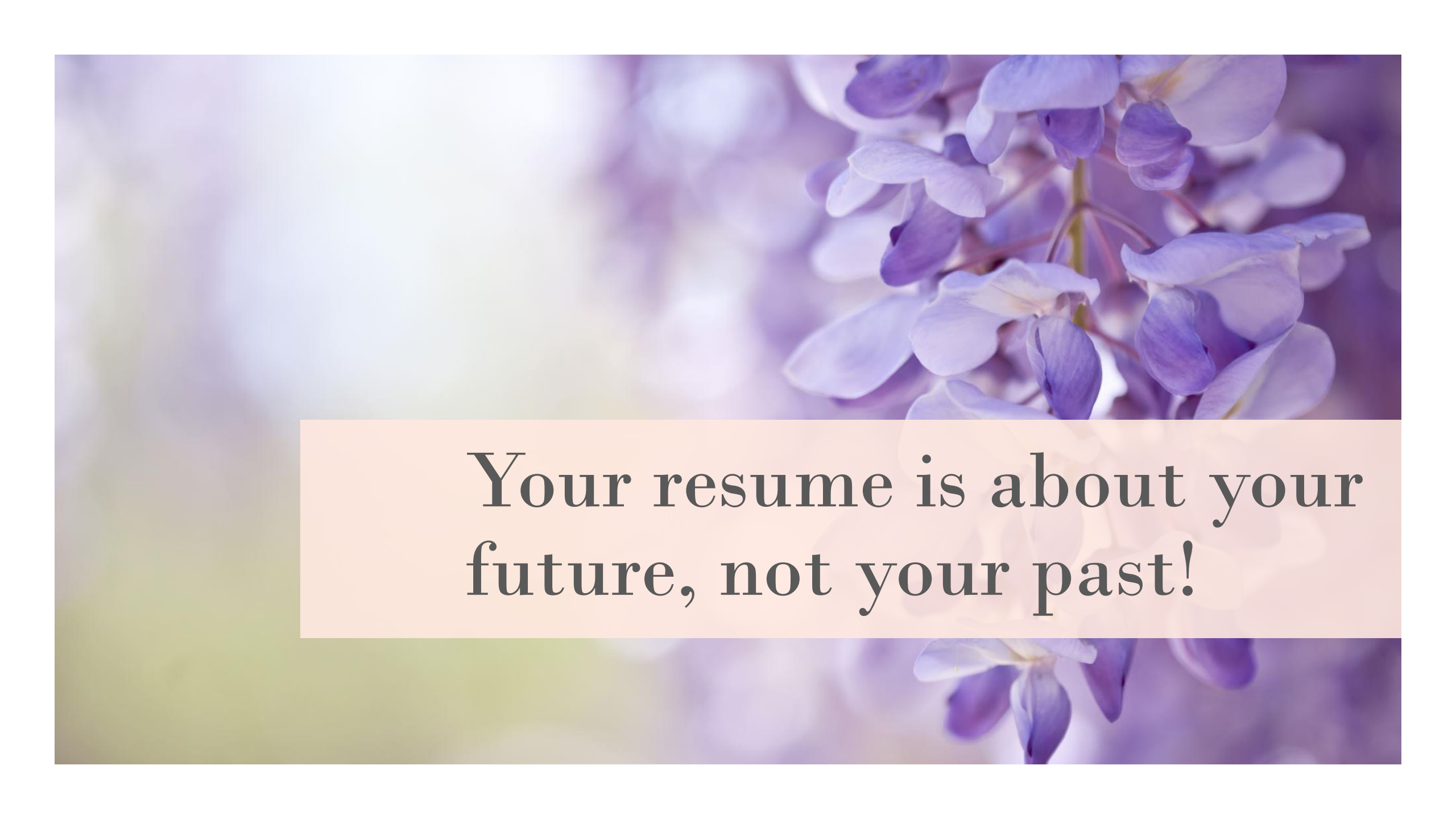
Cover Letter

- ✓ Drafted in first person, present tense, active voice
- ✓ Highlights your soft skills such as your values and accomplishments from a personal perspective
- ✓ No lists, information is presented in paragraphs
- ✓ Demonstrates your writing skills and interest in the position
- ✓ Clarifies any questions that you anticipate from the hiring committee
- ✓ Organized by skills instead of chronologically



Application

- ✓ Is an application offered as part of the process?
- ✓ Information entered in reverse chronological order
- ✓ Information is provided to give Human Resources the information they need for their database in the order they need to present it to the hiring committee
- ✓ Include every piece of information from each job to meet the minimum qualifications so your application can be moved forward

A close-up photograph of purple flowers, likely wisteria, with soft, out-of-focus petals in shades of light purple and white. The flowers are arranged in clusters, and the background is a blurred mix of purple and green, creating a dreamy, ethereal atmosphere.

Your resume is about your
future, not your past!

Reverse Chronological

- ✓ Organized by time starting with most recent position
- ✓ Easy to read and find important information
- ✓ Always a safe option, especially for those who have been in the same field for most of their work history
- ✓ Doesn't need separate section headers

Functional Resume

- ✓ Organized by experiences such as type of work or skills
 - Examples: Customer Service Experience, Research Experience, Higher Education Experience, Management Experience, Retail Experience, Teaching and Instruction Experience
- ✓ A great option for folks wanting to make a career shift in a new direction or re-enter a former field because it signals that you are making a pivot towards a new career field
- ✓ Separate section headers help illustrate how you think about your work history
- ✓ Helps answer the questions: “Why you, why now, why this position?”



Formatting and organizing your resume

Bullet Point Experience

- ✓ Easy to read and find important information, highly scannable!
- ✓ Always a safe option, it has been the common format for a while

Paragraph Style Experience

- ✓ Neat and concise, looks polished and can help remove clutter in resume
- ✓ Different than bulleted lists so your resume may stand out from others
- ✓ Offers you an opportunity to demonstrate a concise writing style

Assistant Director, Master of Environmental Studies

The Evergreen State College / Olympia, WA

March 2020-Present

- Perform outreach, recruitment and on-boarding for all prospective and admitted MES students.
- Manage MES budgets, process admissions decisions, track student admissions requirements, and assist students with questions and resource needs over phone, email and zoom correspondence.
- Provide regular updates and information to current students and faculty through weekly email newsletters and help steward students through the thesis research process.
- Facilitate annual MES Scholarship Application Cycles and am the primary point-of-contact for all program related inquiries.
- Responsible for handling the day-to-day program administrative activities.
- I plan and host MES events such as Admitted Student Day, Graduation, and Orientation which typically see 50-150 attendees each year.

Assistant Director, Master of Environmental Studies

The Evergreen State College / Olympia, WA

March 2020-Present

In my current role, I perform outreach, recruitment and on-boarding for all prospective and admitted MES students. Administratively, my regular duties include managing the MES budgets, processing admissions decisions, tracking student admissions requirements, and assisting students with questions and resource needs over phone, email and zoom correspondence. I provide regular updates and information to current students and faculty through weekly email newsletters and help steward students through the thesis research process. I facilitate annual MES Scholarship Application Cycles and am the primary point-of-contact for all program related inquiries. I am responsible for handling the day-to-day program administrative activities. Additionally, I plan and host MES events such as Admitted Student Day, Graduation, and Orientation which typically see 50-150 attendees each year.



Formatting and organizing your resume

FIRST NAME LAST NAME

Address - Phone
Email - LinkedIn Profile - Twitter/Blog/Portfolio

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM – TO
JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO
JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR
DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR
DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

Full-page

Vs.

1/3-2/3 formatting

Your Name Surname

assistant manager

Contact

[Address]
[City, ST ZIP Code]
[Phone]
[Email]

Education

[School Name],
[City], [State]

[You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Key Skills

Marketing
Project Management
Budget Planning
Social Media
Planning

Objective

[Replace this sentence with your job objective. To replace any tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

Experience

[Dates From] – [To]
[Job Title] • [Job Position] • [Company Name]

[Dates From] – [To]
[Job Title] • [Job Position] • [Company Name]

[Dates From] – [To]
[Job Title] • [Job Position] • [Company Name]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Communication

[You delivered that big presentation to rave reviews. Don't be shy about it now!]
This is the place to show how well you work and play with others.]

Leadership

[Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?]
You're a natural leader—tell it like it is!]

References

[Available upon request.]

Formatting and organizing your resume

Core themes and objectives

What do you want the hiring committee to know about you?

Strategy: use your core themes throughout your application materials to tell a story about who you are as an employee or to repeatedly highlight core themes that the committee is seeking in applicants.

Examples:



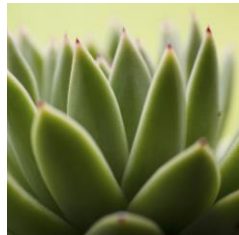
1

Great interpersonal communication skills, team-oriented, collaborative



2

Problem solver, resourceful, can handle challenging circumstances

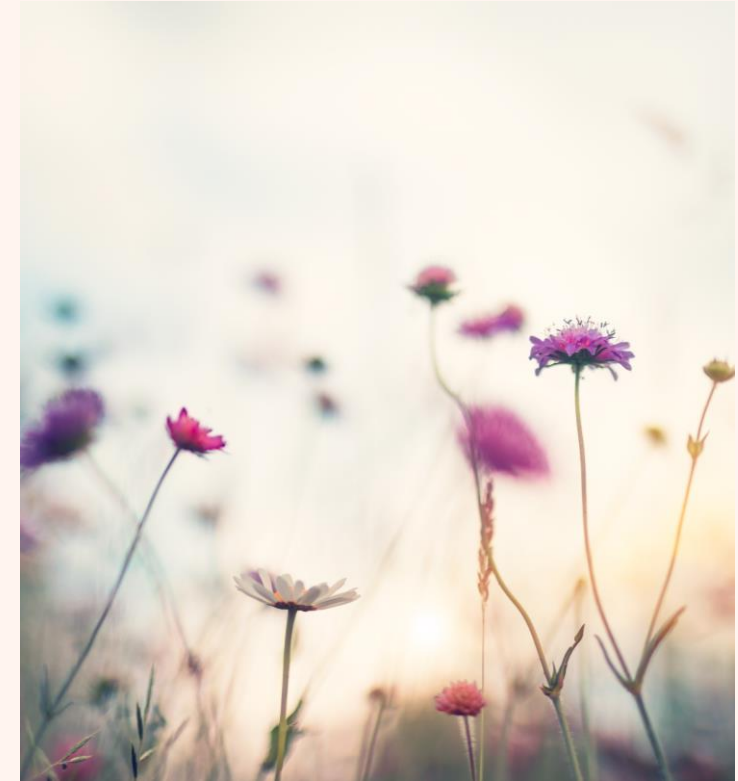


3

Equity-minded approach to the workplace, works to create inclusive environments where everyone feels valued and experiences belonging

Resume Checklist

- ✓ Is it well organized?
- ✓ Can you easily find the minimum qualifications for the job you are applying for in your resume?
 - If the job requires proficiency in Microsoft office products, list your proficiency on your resume
- ✓ Does your resume highlight skills and experiences that the job is asking for?
 - If the job requires you to offer customer service, clearly illustrate your experiences in each role
- ✓ Does the format/organization represent the direction you want to go for your career or for this job?
 - List your most relevant experiences on the first page for example



Practice describing your experiences!

Rachel Carson Forum Coordinator *April 2019*

The Evergreen State College, Olympia WA

- Worked with group to plan Rachel Carson Forum event
- Set up rooms for conference speakers and attendees
- Worked with Evergreen staff to update event website
- Helped advertise event

Too Vague!

Practice describing your experiences!

Rachel Carson Forum Coordinator

Sept. 2018-April 2019

The Evergreen State College, Olympia WA

- Lead student organizer of 30th Annual Rachel Carson Forum for more than 200 attendees
- Facilitated all logistics, including event set up, speaker recruitment, and volunteer management
- Collaborated with Evergreen staff to provide accurate details on event website
- Managed event promotion through flyering, social media, and in-person announcements

Quantifiable!

AVERI AZAR

Assistant Director, Master of Environmental Studies Program

CONTACT

EDUCATION

Master of Environmental Studies

June 2018

The Evergreen State College

Thesis: Investigating the effectiveness of Scanning Electron Microscopy to identify densovirus in Pisaster ochraceus infected with sea star wasting disease

Bachelor of Arts

Gothic & Classical Studies

June 2015

The Evergreen State College

Bachelor of Science

Pacific Northwest
Environmental Science

June 2015

The Evergreen State College

Associate of Arts

June 2011

South Puget Sound Community College

PROFESSIONAL EXPERIENCE

Assistant Director, Master of Environmental Studies

The Evergreen State College / Olympia, WA

March 2020-Present

In my current role, I perform outreach, recruitment and on-boarding for all prospective and admitted MES students. Administratively, my regular duties include managing the MES budgets, processing admissions decisions, tracking student admissions requirements, and assisting students with questions and resource needs. I provide regular updates and information to current students and faculty and help steward students through the thesis research process. I facilitate the MES Scholarship Application Cycles and am the primary point-of-contact for all program related inquiries. I am responsible for handling the day-to-day program administrative requirements. Additionally, I plan and host MES events such as Admitted Student Day, Graduation, and Orientation.

Financial Aid Program Coordinator

South Puget Sound Community College / Olympia, WA

August 2018 – March 2020

As a Financial Aid Advisor, I awarded students grant aid, student loans, and work study awards based on State and Federal awarding guidelines. Primary duties included ensuring Financial Aid literacy and understanding of Financial Aid processes for all current and prospective students through regular appointments, phone calls, and email correspondences. I managed the Workforce funding program, Opportunity Grant by awarding and maintaining communication for recipients. I was the Financial Aid Advisor liaison for both Athletics students and students in the Diversity, Equity and Inclusion Center's IGNITE Program. Regularly, I created Financial Aid flyers, brochure materials, and organized and presented Financial Aid Workshops. I presented and helped facilitate the weekly Workforce Start Next Quarter Information Session, to help students from our most vulnerable populations enter college and obtain retraining in Technical Degree Programs and Certificates.

Program Assistant, Master of Environmental Studies

The Evergreen State College / Olympia, WA

February 2017 – July 2018

Supported the Assistant Director and Director of the Master of Environmental Studies Program to maintain communication and support for current and prospective MES students. Job tasks included: event planning for Admitted Student Day, the MES Graduation Hooding Ceremony, and Orientation. I regularly built and edited the MES website and managed the MES Jobs Blog. MES students submitted their Masters theses to our office by appointment with me and I would intake them for archives. Additionally, I performed outreach for the MES Program through tabling at environmental conferences and events. I created and presented Microsoft Word, and Excel workshops, and helped facilitate professional development workshops for cover letter and resume writing tailored towards current MES students.

Certified Interpretive Guide

April 2017

National Association for Interpretation

TECHNICAL SKILLS

Microsoft Word, Excel, Publisher, Access & Outlook

Drupal & Wordpress

Student management databases: Radius, Compass, iLinx, Quillix, Banner, AdminWeb, & HP Minisoft

Statistical software: SPSS & JIMPro12

Geographic Information Systems (GIS)

Financial Aid Management (FAM)

REFERENCES

Researcher, Commerce Specialist 1

Research Services, WA State Department of Commerce / Olympia, WA

August 2017 – October 2017

Published: *Cost-Effective K-3 Classrooms Assessment*

As a part of a research team, my focus was to perform interviews and obtain additional qualitative data which I then organized and analyzed through the statistical analysis software SPSS. I wrote the data analysis portion of the legislatively mandated report, *Cost-Effective K-3 Classrooms Assessment*, co-authoring and editing the report with the research team. I created the graphs implemented to support the research team's findings to visually represent the data. The final report was submitted to the legislature to help inform Washington State of the challenges grade schools expressed in procuring adequate schools for students in order to meet the new K-3 classroom student-teacher ratio.

SALES & MANAGEMENT EXPERIENCE

Assistant Manager

See's Candies / Olympia, WA

November 2012 – February 2017

With See's Candies I performed opening and closing procedures, cash handling, cleaning and stocking of candy product, and assisted customers before, during and after the transaction process. I trained and supervised Sales Associates and balanced receipts and petty cash at close.

Sales Associate

The Walking Company / Olympia, WA

April 2016 – October 2016

At the Walking Company I carried out opening and closing procedures, cash handling, cleaning and stocking shoes, facilitated scanning for Digital Foot Analysis and assisted customers to determine perfect shoe fit.

Photographer & Sales Associate

Cherry Hill Photo / Olympia, WA

March 2016

As a photographer and associate I facilitated interaction with the Easter Bunny and photographed individuals. I provided positive customer service during the holiday season for customers and colleagues.

2nd Assistant Manager

Yankee Candle Co. / Olympia, WA

June 2013 – May 2014

With Yankee Candle I facilitated candle sales, stocking of product, opening and closing procedures, cash handling, cleaning, and maintaining a buoyant and organized environment for employees and customers. I trained and supervised Sales Associates and balanced receipts and petty cash at close.

Associate

Olympic Flower Market / Lacey, WA

April 2011 – May 2011



Tips

1. Keep a master resume with everything you have accomplished in your academic and professional career and update it regularly!
2. Always submit a tailored resume
3. Ask for resume feedback (with the job description) before submitting it to ensure that you are meeting the requirements and that information is easy to find
4. Seek resume advice from folks working in the industry you are trying to get into, it will be different depending on the field or even department
5. Always submit a PDF document, not a Word doc.

Factors outside of your control

Knowing what
the hiring
manager is
looking for

Whether the
employer has an
internal
candidate in
mind

Changes that the
company or
organization may
be undergoing at
the time of your
application





Questions?

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Kevin Francis

francisk@evergreen.edu

The background of the slide is a photograph of the Earth as seen from space, showing the blue horizon of the planet against a dark, star-filled sky. The Earth's surface shows some white clouds and blue oceans.

Center of Gravity Exercise

Prompt:

In groups of 3, each person takes 2 minutes to share their resume and scroll as necessary so that reviewers can see entire document. The author's role is to show rather than tell. Each reviewer should then take 1 minute to write down answers to the following questions.

Questions for peer reviewers:

What field is this person in?

What career / position are they pursuing?

What are the top 2 things that you remember about this applicant?

Come together as a group and provide 10 minutes of feedback and the resume checklist, on each resume – 30 minutes total!

Resume Checklist

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- ✓ Does your resume highlight skills and experiences that the job is asking for?
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