

# Resumés: A Deeper Dive



# WORKSHOP GUIDELINES

- Please be courteous and respectful to the host and other participants
- This is an interactive session - we welcome you to ask questions at any time (unmute your microphone or send questions via chat)
- The workshop presentation and other materials will be sent to all participants who provided an email address
- Follow up with your nearest Oakland County Michigan Works! service center for additional assistance

# “INTRO RESUME CLASS” OVERVIEW

- Describes the three different formats you can choose from for your resume. Gives examples and explains the purpose of each format. Talks about how to decide which one will potentially work best for you.
- Explains the sections of the resume that you may want to include, and the different headings you can use.
- Gives pointers on how to review the resume for content and for errors.
- Gives some specific “Do’s and Don’ts” to consider.
- Talks about writing cover letters.

# RESUME CLASS PART 2: TALKING POINTS

- The perfect resume
- Use of templates
- Completing the resume writing process
- Having different versions of your resume
- Creating a picture of yourself on your resume
- Who is reading your resume?

# APPLICATION TRACKER / OPTICAL SCANNER / AI

- When technology reads your resume rather than a person.
- Technology is searching for “keywords” in the resume. These words can typically be found in the original job description. Remember to use them in the same part of speech that was used in the job description.
- Your “score” is based on the number of, or the percentage of matches of keywords on your resume.
- Technology can also do the “math” on your resume to determine the length of your experience to see if it matches what the employer wants.
- Technology can be finicky, so we are careful to make sure that the resume can be read properly. This requires paying attention to formatting.

# THINGS TO REMEMBER ABOUT FORMATTING

- Name on first line. Nothing else on that same line.
- Use a simple font, avoid even using Italics.
- Avoid underlining.
- Avoid shading areas.
- Avoid tables, cells, and formatting your entire resume in 2 columns.
- Avoid artwork and graphics and symbols and pictures.
- Do not include information in the Headers or Footers.
- Use left alignment as opposed to justifying the content.

# BRAINSTORMING FOR CONTENT

- Decide how many jobs to include, based on how far back you want to go and what information you need to create a strong picture on your resume.
- Brainstorm each job. Think about EVERYTHING you did in that job, not just the things that you consider to be “important” and write it all down.
- Use resources to help you remember all the things you did over the years. Such as the job description that you were given when you were hired in, annual evaluations, job descriptions from current positions being advertised, and ONET ([onlineonetcenter.org](http://onlineonetcenter.org)) “Occupation Quick Search”.
- Add all that information into your brainstorm. Then choose the most important information from that brainstorm, to create a picture on your resume that sells you to employer for the job you are applying for.
- Look over the brainstorm again to identify the skills that you want to sell.

# Your Name

313-999-9999

LinkedIn

yourname@gmail.com

## Controller

### SKILL SUMMARY:

- Financial Operations
- Accounts Receivable
- Accounts Payable
- Aging Reports
- Invoicing
- Payroll
- General Ledger
- Delinquent Accounts
- Vendor Relations
- Microsoft Word / Excel
- PowerChurch Plus
- ADP/Ez-Labor Manager

### EXPERIENCE:

#### Center for Assistance Controller

Detroit, MI  
October 2012– Present

- Oversee all financial operations.
- Supervise 7 direct reports and participate in recruitment, hiring, training, and scheduling.
- Converted system from manual to computerized using PowerChurch Plus accounting software package.
- Set up procedures for counting donations.
- Develop job descriptions and organize division of labor for finance department.
- Process accounts payable, accounts receivable, payroll, and bank reconciliations.
- Provide CEO with month-end, year-end and other reports on an as-needed-basis.
- Supply year-end documentation to external accounting firm.
- Troubleshoot and resolve problems including handling customer and tenant complaints.

#### Integrated Manufacturing & Assembly Human Resource Specialist

Detroit, MI  
May 2011 – Sept 2012

- Administered employee benefits including medical, dental, 401(k), and tuition reimbursements.
- Input vacation, personal, FMLA, holiday, and medical leave time into ADP/Ez-Labor Manager Payroll.
- Processed unemployment, short-term disability, and Friend of the Court Medical Support Orders.
- Conducted orientation for newly hired employees (salary and hourly).
- Managed and input personal data into ADP/Ez-Labor Manager.
- Addressed attendance issues with employees, and exercised disciplinary actions when necessary.
- Oversaw Manpower meetings and supplied related reports.
- Attended grievance hearings and daily staff meetings.
- Worked with HR Manager; supplied monthly reports to management and maintained HR records.

#### Baker College Financial Aid Department – Work Study

Allen Park, MI  
January 2009 – April 2011

- Greeted students and answered customer calls.
- Processed scholarship, financial aid paperwork, and Dependent and Parent Verification forms.
- Responsible for a high volume of mailings and filing.
- Assisted in the bookstore as a cashier and stocked supplies during inventory period.

#### ABS Companies Accounting Liaison

Farmington Hills, MI  
June 2006 – March 2008

- Promoted from Full-Charge Bookkeeper to Accounting Liaison.
- Provided support to accounting department including accounts payables / receivables, and payroll.
- Reported directly to the Controller.

### EDUCATION:

**Bachelor of Arts in Business Administration**, Wayne State University, Detroit, MI

**Associate of Business**, Baker College, Allen Park, MI

# SUMMARY 1

## PROFESSIONAL SUMMARY:

Controller with 8-years of experience in financial operations. Responsible for accounts receivable, accounts payable, aging reports, invoicing, payroll, general ledger, delinquent accounts and vendor relations. Proficient in the use of Microsoft Word, Excel, PowerChurch Plus and ADP/Ez-Labor Manager.

# SUMMARY 2

## SKILL SUMMARY:

- Controller with over 8-years' experience in financial operations.
- Responsible for accounts receivable/ payable, aging reports, invoicing and payroll.
- Manage general ledger, delinquent accounts and vendor relations.
- Proficient in Microsoft Word, Excel, PowerChurch Plus and ADP/Ez-Labor Manager.

# At Your Service

*Monday-Friday, except state holidays*

**Telephone and Virtual Appointments Only**

## **NOVI**

31186 Beck Road  
Novi, MI 48377

(248) 926-1820

## **OAK PARK**

22180 Parklawn Street  
Oak Park, MI 48237

(248) 691-8437

## **PONTIAC**

1850 N. Perry Street  
Pontiac, MI 48340

(248) 276-1777

## **SOUTHFIELD**

21415 Civic Center Drive, Suite 116  
Southfield, MI 48076

(248) 796-4580

## **TROY**

550 Stephenson Highway, Suite 400  
Troy, MI 48083

(248) 823-5101

## **WATERFORD**

7500 Highland Road  
Waterford, MI 48327

(248) 617-3600

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Equal Opportunity Employer: Program auxiliary aids and services are available upon request to individuals with disabilities | Michigan Relay Center or 711

Funded by: David Coulter, Oakland County Executive, Oakland County Workforce Development Board, Michigan Department of Labor and Economic Opportunity



**DAVID COULTER**  
OAKLAND COUNTY EXECUTIVE



# Questions?