

PMI Tallahassee

Professional Development 2024

Resume Workshop

Tallahassee
12/11/2024



Agenda

- Intro - Challenges
- Resume Basics (with exercise)
- More Advanced Topics (with exercise)
- Cover Letter – An example
- What about the Robots?
- Adjourn

First Things First....

- Introduction of discussion leader and host
 - Business background
 - Role as a hiring manager, member of evaluation teams
- Introduce yourself
 - Please give us your first name, and let us know the last time you worked on your resume.
 - Did you bring your resume?
- Open discussion:
 - What is the purpose of a resume?
 - Do you think that resumes still important?
 - Where would you spend energy on your resume?

The Basics....

- The mechanics
 - Spelling, capitalization and correct form is important
 - Use a common font to allow maximum transportability (Times New Roman, Arial etc.)
 - How to reach you professionally
- The content
 - It is very important to be truthful and ethical.
 - Details such as dates, company, city/state should be crisp and consistent
- The audience
 - Does your resume respect the reader?
 - Be aware of whom you are addressing (resume and cover letter)
 - Where necessary, tailor your emphasis to meet the opportunity

Activity – Review Your Resume

- The mechanics
 - Spelling, capitalization and correct form is important
 - Use a common font to allow maximum transportability (Times New Roman, Arial etc.)
- The content
 - It is very important to be truthful and ethical.
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The Basics for PMs

- **RESULTS DRIVEN:** It is not enough to say that you managed a project. You need to demonstrate what happened as a result of your efforts. Perhaps you brought new business into your company because of the quality of work that you did.
- **ONLY THE ESSENTIALS:** What is the job advertisement asking, and are the projects I'm listing on my resume directly related to the job? If not, it's time to trim the resume down and refocus it toward transferable skills and experience.
- **DON'T FORGET ABOUT DESIGN:** Outlining your projects and outcomes uniformly makes the document more reader-friendly and allows a potential employer to pull out key points.

Brox, D. (2010). The top of the stack. PM Network, 24(8), 48–51.

More Fundamentals for PMs

- **Showcase Success**
 - Outline measurable project results and summarize positive project outcomes
- **Be Specific**
 - Outline the specifics of each job role
- **Hit the Target**
 - Tailor your resume to the specific job opportunity
- **Cut the Fat**
 - Resumes typically should be limited to two or three pages

Pro Tips: Don't use general titles. Use skills section to list keywords. Use job listing if necessary.

Time Triangle: More from recent, less from distant past.

Parsi, N. (2016). Top of the pile: résumés done right separate the best project talent from the pack. *PM Network*, 30(3), 52–57.

Excelling

REALLY?

- Do you make your bosses look good?
- Do you accomplish the near impossible?
- Do you save or create jobs?
- Do you go after and secure new opportunities?
- Do you win awards for saving your organization's proverbial butt?
- Would your absence be seen as a notable loss to the organization or company?
- Do you accomplish the near impossible?

WELL, OKAY – More down to Earth

- Do you make your clients look good?
- Do you make your organization money or boost profit margins?
- Do you mentor others to achieve noteworthy accomplishments?
- Are you consistently reliable in achieving the challenging objectives handed to you?
- Do you change the landscape for those who follow after you?
- Have you established processes that are now standard operating procedures?
- How has your presence and involvement made a difference to the bottom line

Whitten, N. (2005). Jaw-dropping resumés. PM Network, 19(1), 25

Activity: Review Your Resume

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Bonus Content: Cover Letter

- Same mechanics as resume
- Write a business letter
- Show knowledge of organization and position
- Close the deal on the interview
- An example

What about the Robots?

- Experience Summary – Good place for keywords
- Match position
- Follow the basics
- Do a cover letter

Stay Connected



Next PMI TLH Newsletter: January
Next PMI TLH Chapter Meeting: February

PDU Claim Code – Please see survey

- ❖ Want to volunteer on a PMITLH Committee?
- ❖ Committees include Programs, Prof Development, Tech, and Military
- ❖ Have a topic you would like to present to the Chapter?
- ❖ Does your organization have PM training or mentoring needs and/or capabilities?
- ❖ Do you like to do podcasts and have a project management topic to share?

Email: pmiboard@pmitlh.org



Please complete the survey following the meeting.





Project
Management
Institute.



Thank you!

