



Basics of a Resume: Building your Future

Muhammad Noh bin Hamzah – Vision College

What is a Resume?

The word *résumé* (with accent marks) is derived from the French verb 'resumer', meaning to 'sum up'.

Therefore, it means summarizing information.

In American English, a *résumé* is a professional document containing a summary of past professional and educational qualifications.

Document used by job seekers to present their skills, experience, education, and accomplishments.

It's typically required as part of a job application process.

Customized for each position to highlight the most relevant qualifications and experiences.

Resume Contents

Contact Information → This section includes your name, phone number, email address, and sometimes your physical address.

Resume Objective or Summary → This is a brief statement about your career goals or a summary of your professional experience.

Work Experience → This section lists your previous jobs, responsibilities, and accomplishments.

Education → Here you list your educational background, including degrees, majors, and institutions.

Skills → This section highlights your professional skills that are relevant to the job you're applying for.

Certifications → If you have any professional certifications, they are listed here.

Volunteer Work → This section is optional and can include any volunteer work or community service you've done.

Hobbies and Interests → This is also optional and can include any hobbies or interests that might be relevant to the job.

References → This section includes references who can vouch for your skills and qualifications. This is often left out with a note 'References available upon request.'

Tips

Add a cover letter (Shows interest).

Do not exaggerate.

Show Value.

Sell yourself but do not overdo it.

Include Relevant Keywords.

Concise, Clear and Free from errors.

Quantify Achievements

Update your resume regularly

Example of Resume

SANDERS KIRSTEN

MEDICAL NURSE



✉ name@email.com

☎ +1 276 0897 654

📍 OL, Florida

💻 Skype ID

🐦 Twitter

PROFILE

Skilled and dedicated nursing professional with 7 years of experience seeking a position in an oncology unit to utilize my knowledge and experience in providing quality care to cancer patients. My strengths include chemotherapy administration, symptom management, and patient advocacy.

LANGUAGES

- English – Native
- Spanish – Professional fluency
- French - Basic

PROFESSIONAL EXPERIENCE

From:
XX/20XX

HCA FLORIDA MEMORIAL HOSPITAL
GENERAL NURSE (Orlando, Florida)

To:
XX/20XX

Description:
• Monitoring cancer patients' vital signs to deliver top-quality care and treatment to cancer patients.
• Collaborate with +10 physicians in the oncology department.

From:
XX/20XX

UCF LAKE NONA HOSPITAL
PRECEPT NURSE (Orlando, Florida)

To:
XX/20XX

Description:
• Conducted post-operative care for patients
• Optimized patient care by continuously communicating with doctors and head nurses.
• Administered chemotherapy to cancer patients and provided emotional support when required.

From:
XX/20XX

ARNOLD PALMER HOSPITAL
NURSING ASSISTANT (Orlando, Florida)

To:
XX/20XX

Description:
• Documented patient care data maintaining 100% accuracy in recording.
• Provided basic grooming services for patients that include grooming and feeding.
• Assisted in patient diagnosing and care planning.

SKILLS

Communication ●●●●●●●●
Teamwork ●●●●●●●●
IV Administration ●●●●●●●●
EMR Charting ●●●●●●●●

EDUCATION

0X/20XX
Orlando, FL **Diploma Practical Nursing**
University of Central Florida

0X/20XX
Orlando, FL **Masters in Oncology Nursing**
University of Central Florida

0X/20XX
Orlando, FL **B.S. Nursing**
University of Central Florida

Example of Nursing Resume Information

Name: Nur Fatimah Binti Ahmad

Contact Information: 123 Jalan Bunga, Kuala Lumpur, Malaysia, 50000, Phone: (60) 12-345-6789,
Email: fatimahahmad@example.com

Resume Objective: Aspiring nurse with a passion for healthcare and helping others. Seeking a nursing scholarship to further my education and achieve my career goals.

Education: SMK Taman Desa, Kuala Lumpur, Malaysia, 2018-Present; SPM expected in 2023

Extracurricular Activities: Member, Red Crescent Society, 2018-Present; Member, School Debate Team, 2019-Present

Volunteer Work: Volunteer, Local Hospital, 2020-Present

Skills: First Aid, CPR, Leadership, Communication, Teamwork

References: References available upon request.

Templates and AI

Resume.io



KickResume



Example of a Cover Letter

October 7, 2022

Jenny Johnson
Human Resources
IHeartjobs
55 Bixby Way
Manchester, NH 40344

Dear Ms. Johnson,

I was hoping to learn about any potential employment opportunities at iHeartResumes. I think highly of the company and would love to learn more about it. Based on what I already know, IHeartResumes' company culture and approach to customer service are what interest me most.

As a career consultant, I've worn many hats but am most excited about my success in client-facing roles. I've helped over 250,000 job seekers optimize their resumes and have facilitated over 1 million scans at Jobscan. I've helped my clients land better jobs, faster, which is where my passion lies.

I look forward to hearing back from you. If there are no current openings or upcoming opportunities, please feel free to hang on to my resume (attached) and contact me in the future. I can be reached at joewilliams@gmail.com or by phone at 868-554-0430. Thank you!

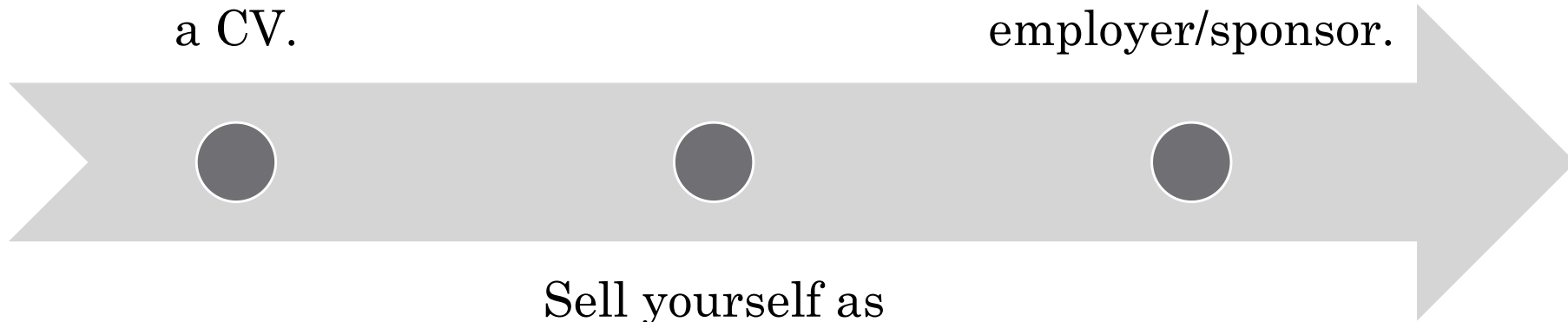
Sincerely,
Joe Williams

Conclusion

Resume is a more
targeted form of
a CV.

Bring value to
your
employer/sponsor.

Sell yourself as
much as possible
but don't over do
it.



Questions?