

A professional meeting scene with people reviewing documents and charts at a desk. The image shows a close-up of hands holding a document with a bar chart, surrounded by various office supplies like a pen holder, a laptop, and a tablet. The scene is brightly lit, suggesting a modern office environment.

ROSEMONT  
COLLEGE

# Professional Development Workshop

# Presentation Overview

Introduction

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Resume Best Practices

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Questions & Feedback

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# MEET YOUR PRESENTERS

## JENNIFER BERONIO

Jennifer Beronio is a graduate of Rosemont College from the Class of 1985, where she majored in Sociology with a Business Concentration. She has been working with the Rosemont College Alumni Board of Trustees since 2018, and is now the President-Elect working with our President Eileen Finn. Throughout her career, she has worked for various companies in Human Resources. Jennifer is currently the Human Resources Manager at The Calais School, a state-approved, private special education school in New Jersey. She also serves as the Secretary of The Calais Foundation, which provides funding for The Calais School to enable them to provide innovative programming, information, education, grants, awareness and volunteer support for students, families and other organizations that serve the special needs community.



## MARISSA TEDESCHI

Marissa Tedeschi is the daughter of Jennifer Beronio and is a 2018 graduate of Fairfield University, where she graduated with a BS in Business Management with a Concentration in Human Resources and a Minor in Communications. Marissa began her career as a Staffing Manager at Ajilon Professional Staffing where she identified and recruited top talent in the marketplace to successfully match candidates to client needs. Currently, Marissa is a Human Resources and Talent Acquisition Specialist for Barnes & Noble Education where she aligns talent strategies with business objectives, ensuring a seamless employee experience from hiring to retention by managing the full recruitment lifecycle, sourcing and onboarding top talent, and overseeing core HR functions such as employee relations, performance management, and workforce planning.



# Career Development Process

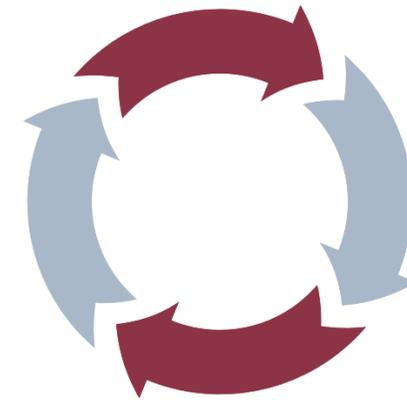


The process of improving an individual's abilities in anticipation of future opportunities for achieving career objectives.



Self Assessment

Develop your plan & Take action



Explore & Research Options



Reflect & Decide

*Ideas to consider...*

- CAREER AWARENESS
- GOAL SETTING
- SKILL DEVELOPMENT
- MENTORING
- NETWORK DEVELOPMENT



# Resume

A resume is a valuable job search tool that introduces you to potential employers!

## **Purpose:**

- To convey your professional qualifications, including skills, knowledge, and relevant work experience
- To provide a positive and professional first impression
- To help obtain job interview

# RESUME: CONTENT VS FORMAT



## CONTENT

*The information and details included on your resume*

### Content should:

- Include concise and specific bulleted points with strong action verbs
- Quantify your professional experiences and accomplishments
- Be divided into easy-to-navigate resume sections



## FORMAT

*The way you present information in your resume*

### Chronological - Traditional

- Information organized by time - start with the most current and move backward in time
- Displays your career progression

### Functional

- Information organized by skills
- Often used when changing careers or entering the workforce after employment gap

### Combo

- Highlights relevant skills while providing chronological work experience

# Elements of a Resume



## Contact Information

- Name
- Email
- Phone Number
- City, State
- LinkedIn
- Additional Social Media Links



## Profile Statement

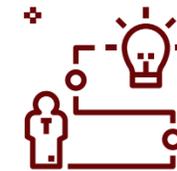
A short paragraph outlining relevant skills you've mastered while explaining why you are the right fit for the role you're applying for.

*Pro Tip: Tailor profile statement to reflect each individual job posting*



## Skills & Qualifications

- Computer Programs
- Language abilities
- Leadership skills
- Other relevant skills



## Work Experience

List previous work and professional experiences to give credibility to your resume



## Education Experience

- Most recent degree (or education in progress)
- Name of your school
- Your field of study and degree major
- Location of your school \*
- Dates attended and graduation date\* (or expected graduation date)
- Your GPA (only if it's above 3.5) \*

*Pro Tip: Include Awards, Scholarships, Study Abroad Experience, Course Highlights & Special Projects*

# Expand On Your Profile Statement & Work Experience



## Profile Statement

A profile statement should highlight certain elements of your qualifications in a way that stands out to hiring managers.

### Your profile statement may include:

- How many years of experience you have
- Your specialty or area where you have the most experience
- Your soft or hard skills that are relevant to the position
- Any achievements you've accomplished that brought in results
- Professional career goals
- Keywords used in the job posting
- Relevant coursework or projects



## Work Experience

Includes Paid & Athletic Experience, University Experience, Volunteer or Community Experience & Leadership Experience

- **Include subcategories:** Work, University, Athletic, Leadership, Internship, Community Service & Volunteer
- **Specific Experience Categories:** Social Media Marketing, Financial Portfolio, Event Planning Experience
- **Corporate Descriptors:** For each solid job experience, provide a short phrase that describes something about the business/industry of the company

# Hard Skills vs Soft Skills

## Hard Skills

The abilities that let you tackle job-specific duties and responsibilities which are typically acquired through formal education and training programs

### Examples of Hard Skills:

- Bilingual or multilingual
- Database management
- Adobe software suite
- Network security
- Statistical analysis
- Data mining
- Mobile development
- User interface design
- Marketing campaign management
- Storage systems and management
- Programming languages (such as Perl, Python, Java, and Ruby)



## Soft Skills

A mix of interpersonal skills, common sense, personality, emotional intelligence and attitude towards colleagues that contribute to success in the workplace

### Examples of Soft Skills:

- Analyzing
- Verbal & Written Communication
- Brainstorming
- Assessment and evaluation
- Delegation
- Goal setting
- Managing appointments
- Conflict Resolution
- Delegation
- Adaptability
- Physical organization skills



# Professionalizing A Resume

*Utilizing Action Verbs & Specific, Detailed Bulleted Descriptions*

**Instead of this...**

**Use this!**

"Answered Phones"



"Provided immediate customer assessment and routed customers to appropriate staff."

"Handled Emails"



"Managed a high volume of client correspondence through email, discussing matters pertaining to corporate services, addressing questions and discrepancies, and engaging in follow-up activity in support of each customer account."

"Waited on Customers"



"Provided immediate customer assessment and routed customers to appropriate staff."

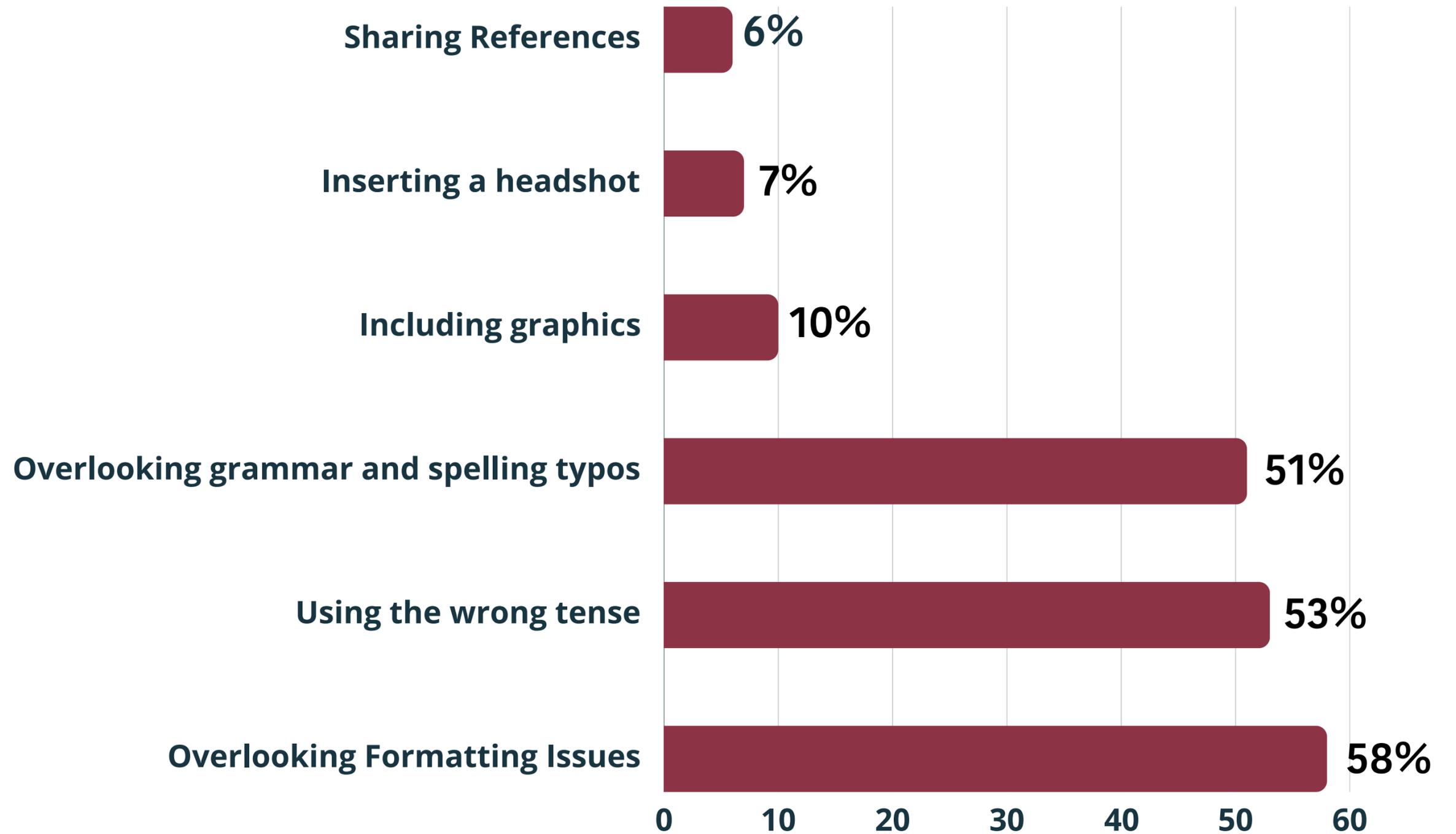
"Assisted/Helped"



"Provided direct assistance to senior management team to compile documents for due diligence" etc.

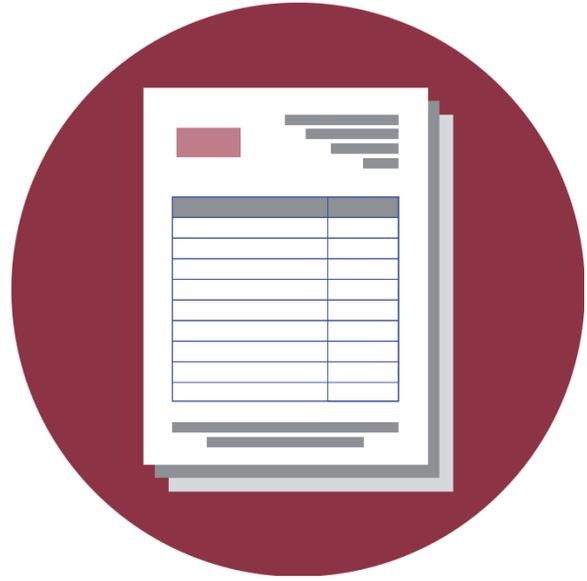
# 6 of the Most Common Resume Mistakes

Based on an analysis  
of 100 random  
resumes from  
ResumeSpice.com



## Additional Mistakes:

- Listing an unprofessional email
- Being too ambitious / Being dishonest



# Optimize Your Resume for Applicant Tracking Systems (ATS)

## Build an ATS Friendly Resume

An **Applicant Tracking System (ATS)** is software for recruiters and employers to track candidates throughout the recruiting and hiring process.

- **ATS Criteria:** Work Experience, Education, Skill Set, & Personality (Resume Design & Formatting)
- **Make your resume simple and clear**
  - Use specific key words and phrases from the desired job posting, especially in the experience and qualifications sections
  - Best Document Formats for ATS: Word Document (docx or .doc), Plain Text (.txt), & Portable Document Format (PDF)
  - Avoid graphics, charts and other visuals
  - Use simple, standard fonts, bullet points, and section headings
  - Use This Simple Sequence for Experience:  
**Company Name / City and State / Job Title / Start Date – End Date**

# RESUME: DO'S & DON'T'S

## DO'S

- **Do** customize your resume for each job
- **Do** use the proper resume format that is ATS friendly
- **Do** include applicable/relevant unpaid work/activities that show leadership or exhibit relevant skills
- **Do** emphasis transferrable skills
- **Do** include correct contact information
  - Make sure your voicemail box is not full

## DON'TS

- **Don't** send a resume with typos or grammatical errors
- **Don't** use crazy fonts, color schemes or templates
- **Don't** go over one page
- **Don't** send a "laundry list"
  - don't include too much info
- **Don't** be dishonest/oversell



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**Thank YOU**

Any Questions?

# CONNECT WITH US

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Human Resources Manager



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Connect With Me!



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