



Building a Project Manager Resume

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Agenda

- Types of Resumes
- Format
- Number of Pages
- File Name
- Content and Order
- Common Mistakes
- Supplemental Information
- Sample Resumes
- Searching For Positions
- Q & A



Types of Resumes

Chronological

- Reverse order
- When to Use?
 - When highlighting steady work history
 - When staying in same type of position or seeking promotion
- Generally the preferred type

Functional

- When to Use?
 - When trying to change careers
 - When there are breaks in work history
- Highlight specific types of experience and accomplishments within each (i.e. Project Management, Functional Management, Vendor Management)
- Have chronological version as well



Format, Number of Pages, File Name

Format

- Personal preference
- Copying a format is NOT plagiarism
- Professional Presentation
- Probably not the same format as college resume
- Use all caps, bolding and italics but primarily for section headings, company names, job titles, etc.

Number of Pages

- Two to three pages is ideal
- Pay attention to fonts, spacing and margins
- Condense most dated experience or experience not as applicable

File Name

- Should include First Name and Last Name:
JaneMaurer – Resume.doc or MaurerJane – Resume.doc
- How to Name Versions:
JaneMaurer PM – Resume.doc; JaneMaurer HR – Resume.doc
- What NOT to name your file:
My Resume.doc
Version 3.doc



Content

The key to the content is to not make the recruiter have to search for pertinent information and qualifications.

Contact Information

- **Always** on top – do not put name on top and contact info on bottom
- Information should be current and accessed frequently
- Make sure e-mail address does not reflect poorly on you as person (i.e. blackjacking@aol.com)
- Okay to include link to LinkedIn profile
- Format can vary but should not dominate the page
- Duplicate at least name on subsequent pages

Professional Summary instead of Objective

- Summary of career highlights
- Key Strengths
- 3 – 5 sentences
- Additional optional section for Key Accomplishments



Content (continued)

Work History

- Cover complete work history; include details on at least last 10 years
- Okay to provide summary information only (company, name, job title and dates of employment) if a job is more than 10 years old and is not as relevant to the position as more recent experience
- Make contract positions clear
- Include high level overviews of major projects / initiatives at each position
- Include metrics when applicable – project size, budget, team size, project results (i.e. \$ savings, man hours saved)
- Bullet point vs. Paragraph form – much easier to read and quickly identify applicable details
- Dates – most recruiters have preference for Month and Year not just Year
- Be prepared to explain any gaps in work history



Content (continued)

Education and Certifications

- Do not “bury” certifications
- Not necessary to include years in this section
- Make it clear if degree obtained
- Acronyms should be spelled out

Skills

- Intermediate to advanced proficiency level

Awards

Volunteer Activities (optional)

The Work History, Education and Certifications and Skills sections do not need to be in any particular order but it's a good practice to place them in order in terms of relevancy to the position you are applying for. For example, if your work history is most relevant to the position this section should be placed before Education and Skills. Awards and Volunteer Activities, if listed, are typically at the bottom.



Common Mistakes

- **Personal information** – do not include age, marital status, etc.
- Exception to this is if you have green card or EAD, but this is not required.
- Not spelling out **acronyms** first time they are used
- Misused / flowery **adjectives**
- **Omitting or “burying”** key certifications or experience
- **Proofread** – have at least one or two other people review for content, clarity, grammar, spelling, etc.
- **Tense** – current position should be in present tense and previous positions should be in past tense
- **3rd Person** – do not refer to yourself in the 3rd person.
- Do not include segments of letter of recommendations on your resume. This can be included in Reference document which is supplemental.



Supplemental Information

Cover Letter

- Companies that have an on-line resume submittal process only may not require a cover letter. Follow the process that is outlined on each company website carefully. They will vary from company to company.
- Cover letter should always be written when:
 - Mailing resume to company or contact.
 - E-mailing resume to company or contact. Cover letter can be written in body of e-mail instead of as an attachment. Resume should be an attachment.
- Cover letter should be brief (2 – 3 paragraphs at most) but include:
 - Why the company and job interests you.
 - What qualities you can bring to the position.
 - Address any concerns, such as gaps in employment. Briefly explain the unemployment.
- Cover letters should be customized for each company and / or position.



Supplemental Information (continued)

References

- Not all companies will check references but it is a good idea to have this ready to provide if requested
- Three to Four References: include name, company name, work relationship and current contact information
- Work related only, at least one recent manager or someone in leadership role that can speak to work ethic and work quality
- Current contact information – use web tools available (LinkedIn, Facebook, etc.) to find references if necessary
- Request permission in advance to use as reference and then follow-up when they may be contacted



Supplemental Information (continued)

Project Examples

- Extremely valuable for:
 - Recruiter and / or Hiring Manager review
 - Great interview preparation materials
- Outline two or three major projects / initiatives you led
- Give a broad-stroke overview for the average reader but be sure to include applicable metrics
- Do not include proprietary information. The purpose of this document is to outline the scope of your PM abilities.
- Format should include:
 - Goal:** Outline the purpose and business drivers of the project
 - Actions:** That demonstrate - leadership, change management, cross-functional team building, influence/buy-in and how you overcame challenges.
 - Result:** Include specific business analytics and measurement tools you used with results including cycle time reductions, cost savings, customer satisfaction increases, etc.



Searching for Jobs

Keep in Mind

- Generic posting titles
- Job title vs. job duties that vary from company to company – try not to get hung up on the job title; focus instead on job duties
- Take ownership of job search process
- Be persistent but not annoying
- Ask for feedback if declined for job where you feel strong fit
- Keep track of applications and user profiles
- Leverage network of existing and former colleagues and other professional relationships



Questions & Answers