

Resume Workshop for Financial Administrators

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**PRESENTED TO THE UC SAN DIEGO
FISCAL CONTACTS GROUPS
JANUARY 18, 2011**

**PROFESSIONAL RECRUITMENT & COMMUNITY OUTREACH
ROSEMARIE MIRANO-DEL MAR**

Agenda

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- **Introductions**
- **The Online Application System – 6 Steps to Apply**
- **Understanding the Screening Process**
- **Your Professional Portfolio: Tips**
- **What it Takes to Succeed**
- **Q & A**

http://jobs.ucsd.edu

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Sign In

UC San Diego
Employment and Community Outreach

Search Jobs:

[JOBS HOME](#) | [HOW TO APPLY](#) | [MY PROFILE](#) | [MY RESUME](#) | [MY JOBS](#) | [JOB BULLETIN](#)

Browse Jobs

[Staff Jobs](#) | [Academic](#) | [Medical Center](#)

How To Apply

[Instructions](#) | [Tutorials](#) | [FAQs](#)

Benefits

[UCSD Benefits](#) | [Work Life](#) | [My Career](#)

First time users & Returning users from the old system a New Profile is Required

Click here and we will help you get started



First Time Users

Outreach Events

- Mon, Oct 13, 2008**
Cal State University San Marcos Career Expo
Cal State University San Marcos Campus
Kellogg Library Plaza
10:30am - 2:00pm
- Wed, Oct 22, 2008**
UC San Diego Career Services
Triton Fall Job & Internship Fair
UC San Diego Library Walk
10:30am - 2:30pm
- Wed, Nov 5, 2008**
Jobing.com Career Fair
San Diego Convention Center
111 North Harbor Drive
San Diego, CA 92101
12:00pm - 5:00pm

Featured Jobs

- [#47352](#) Director, Talent & Organizational Development
- [#46778](#) Associate Director Development & Major Gifts
- [#46744](#) Associate Vice Chancellor
- [#46734](#) Assistant Vice Chancellor-Student Wellness

Employment Spotlight

- [UC San Diego Launches New Applicant System](#)
- [UC San Diego Principles of Community](#)
- [Staff Employees of the Year](#)



UCSD Medical Center Jobs



Executive & Management Jobs



Sea Going Positions

Our New System Features

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- **Specialized job search** and “**bookmark**” features
- Ability to upload and/or create **customized resumes and cover letters** for specific jobs
- Updated information on **outreach, community events, “Featured Jobs”** and **employment resources**
- **Updated account information**, including up-to-date online application status, located in the “**My Jobs**” section of the online system

6 STEPS TO APPLY FOR A JOB

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STEP 1: Create an account and complete your profile.

STEP 2: Search the UC San Diego Job Bulletin.

STEP 3: Click the “Apply Here” button

STEP 4: Review your profile to ensure its accuracy.

STEP 5: Attach/create a resume and cover letter.

**STEP 6: Read the UC San Diego agreement and click the
“Apply Now” button to submit your application.**

UNDERSTANDING THE JOB

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Position #47750

Information Technology

[Bookmark This Job](#)

[View: Category Listing](#) | [Previous Position](#) | [Next Position](#)

2 of 21 Positions

PROGRAMMER/ANALYST III

Filing Deadline: **Thu 11/20/2008**

CRBS (100% Career)

Hiring Salary Range: \$56,855 - \$77,145/year

[Apply Here](#)

Payroll Title: Programmer / Analyst III. Full Salary Range: \$56,855 - \$97,435/year.

UCSD Layoff from Career appointment or Special Selection: Apply by 11/12/08 to be considered with preference for rehire.

- Eligible ACCES clients should contact their UCSD vocational rehabilitation counselor to discuss Special Selection.
- Layoff applicants may leave a message at (858) 534-6333 or call your assigned Sr. Employment Advisor.

DESCRIPTION:

The software developer is responsible for developing a neuroscience ontology-based query and information integration system. The system will have to query ontology graphs efficiently, and integrate a wide variety of information sources including relational, XML, RDF, HTML and documents. The back-end data management module for the system will need to have a query processor, indexer and optimizer that will need to be designed for high performance operation for thousands of concurrent users, and yet have acceptable performance.

Specific responsibilities include: development of the data management component, including the query processor, the integration logic and access API (or query language). Work with researchers and informatics team to design, and develop the information system.

QUALIFICATIONS:

- * Graduate degree in Computer Science or an equivalent combination of education and work experience.
- * Strong, demonstrated experience in programming with Java, C++. Demonstrated knowledge and experience with developing software using object oriented programming principles.
- * Demonstrated experience with developing applications in Java.
- * Strong demonstrated experience in programming SQL for any commercial database system.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce.

Workforce

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workforce. Strong demonstrated experience in programming SQL for any commercial database system.

Demonstrated experience with developing applications in Java.

Demonstrated experience with developing software using object oriented programming principles.

THE SCREENING PROCESS

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1. Recruiter reviews all resumes (and accompanying documents) and qualifies each candidate according to the job requirements.
2. Recruiter electronically refers only the qualified resumes to the hiring department.
3. Applicant status is updated on the “My Jobs” section of your online account.
4. Hiring department directly contacts **only those candidates selected for interview.**

Your Professional Portfolio

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The Essentials

- A stand-out Resume.
- An engaging Cover Letter.
- List of Professional References.



WAYS TO MARKET YOURSELF

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- Write an effective cover letter.
- Use Your Professional Portfolio in a job interview.
- Showcase examples of your best work.
- Fine tune your “Elevator Speech”.



THE ELEVATOR SPEECH

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I am a _____ with _____ years experience in _____
(industry).

Most recently I have been working at _____ as a _____ where I
was responsible for _____.

While I was there I (2 accomplishments):

My career history includes (organizations, positions held):

Some of my strengths are:

An example (accomplishment) of how I use my strengths is:

My goals for the future include / I am currently exploring:

TOP 5 RESUME TIPS

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1. Customize your Resume.

- ❑ *Don't just update your old resume. **Give your resume a thorough review.** Weed out information not applicable to your career goals.*
- ❑ *Chronological VS. Functional resumes.*
- ❑ *2-3 pages maximum length.*
- ❑ *No pictures.*
- ❑ *Target your content to the position, so your resume speaks directly to the potential employer's unique needs.*
- ❑ *Do not cut and paste from job announcements.*



TOP 5 RESUME TIPS

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2. Celebrate You and Your Successes.

- Include a “**Summary of Qualifications**” at the top.
 - ✓ *Approximately 4-7 Strong Bullet Points.*
 - ✓ *Identify key skills/accomplishments over your career span.*
 - ✓ *Identify your professional and personal strengths and attributes.*
 - ✓ *This is your opportunity to form a positive image in hiring manager’s mind.*



NOTE: Your resume needs to contain a “hook” that will immediately engage the reader!

TOP 5 RESUME TIPS

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3. Leverage Your Strengths.

Drop weak language and begin statements with **Action Verbs**.

❑ *Example of “weak” language:*

“Responsible for budget expenditures.”

❑ *Example of “strong” action verbs:*

“Managed a budget of \$5.5 million, including forecasting, reporting, and analysis.”



NOTE: Focus on **achievements, not tasks!!!**

TOP 5 RESUME TIPS

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4. Include the “Extras”.

- ❑ *Volunteer/community work*
- ❑ *Professional Development courses/seminars*
- ❑ *Certificates/licenses, etc.*
- ❑ *Publications*



TOP 5 RESUME TIPS

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5. Check for Mistakes!!

- ❑ *Spell check your resume.*
- ❑ *Ask trusted friends or colleagues to proofread/critique your resume before sending out.*



The Cover Letter

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- × **It's your opportunity** to demonstrate your **excellent written communication skills**.
- × **It's your opportunity** to **explain gaps in employment, career changes, movement, etc.**
- × **It's your opportunity** to **show your sincere interest** -
- that you invested your time and effort for their job.
- × **It's your sales pitch.** A good cover letter helps to achieve your goal to **stand-out** above other job applicants.

SAMPLE COVER LETTER

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Mr. Michael Reilly
Manager, Human Resources, ABC Industries
402 Boulevard Drive
Boston, MA 02215

Dear Mr. Reilly,

I was pleased to see your advertisement for Materials Data Administrator posted on ABC Industries website because it appears to be a very close match with my skills and experience. I have included a point-by-point comparison of your stated requirements with my qualifications.

Your Requirements

- 5+ years experience in one or more of areas: R&D, Manufacturing, Logistics, Information Technology, or Data Administration
- Effective interpersonal and communication and presentation skills
- Good understanding of information systems and technology
- Good understanding of a broad range of business processes, especially with respect to the development, production and distribution of Materials.
- BA/BS in Business, Operations Management, Logistics, or IT

My Qualifications

- Over 20 years experience in Information Technology within the R&D function
- Recognized at world-wide company event for delivering outstanding presentation on Lean Manufacturing
- Database administrator for inventory control system
- Held a key position in the Component Administrative team managing and maintaining a component database controlling the ordering information between the CAD library factory
- BS in Business Management

There are other areas of accomplishment in my background that should be of interest to you. I look forward to a personal meeting to discuss them with you. If I do not hear from you within the next week, I will call you to follow up.

Sincerely,

Professional References



- Supervisors, Professors and/or Coaches
- Colleagues who you've worked well with
- Suggested Format:

Name

Job title

Work address

Work phone number

Work e-mail address

- Find people who know you best and can speak to your professional merits.



What it Takes to Succeed

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- **Take Stock and Define Your Objective.**
- **Have an Action Plan and Commit to it!**
- **Create Your Marketing/Campaign Strategy.**
 - ✦ Your Professional Portfolio.
 - ✦ The 60-Second Elevator Speech.
 - ✦ Polish Your Interviewing Skills.
- **Build your Networks.**
- **Believe in Yourself.**



THANK YOU FOR YOUR TIME

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Questions?

