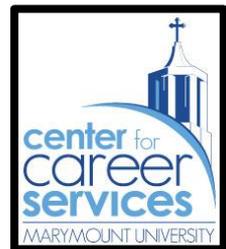


Human Resources Resumes

Rowley Hall, Suite 1005
(703) 284-5960
career.services@marymount.edu



Compensation and Benefits Managers

Training and Development Specialists

2016 Median Pay	\$116,240 per year \$55.89 per hour	2016 Median Pay	\$59,020 per year \$28.37 per hour
Typical Entry-Level Education	Bachelor's degree	Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	5 years or more	Work Experience in a Related Occupation	Less than 5 years
On-the-job Training	None	On-the-job Training	None
Number of Jobs, 2016	15,800	Number of Jobs, 2016	282,800
Job Outlook, 2016-26	5% (As fast as average)	Job Outlook, 2016-26	11% (Faster than average)
Employment Change, 2016-26	800	Employment Change, 2016-26	32,500

Human Resources Managers

Human Resources Specialists

2016 Median Pay	\$106,910 per year \$51.40 per hour	2016 Median Pay	\$59,180 per year \$28.45 per hour
Typical Entry-Level Education	Bachelor's degree	Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	5 years or more	Work Experience in a Related Occupation	None
On-the-job Training	None	On-the-job Training	None
Number of Jobs, 2016	136,100	Number of Jobs, 2016	547,800
Job Outlook, 2016-26	9% (As fast as average)	Job Outlook, 2016-26	7% (As fast as average)
Employment Change, 2016-26	12,200	Employment Change, 2016-26	38,700

Writing Your Own Resume

- Why are people going to remember you?
- Why will people want to hire you?
- What is your unique value to a new employer?

Use a Well Branded Headline

- Tells readers “who” you are professionally in regard to your current career objective
- Your headline is the “Career Summary” or “Professional Profile”
- After you have written your headline, think about adding one or two subheadings to further define your expertise
 - Do you have an industry specialization?
 - Any distinguishing credentials?
 - Experience with a hot-button HR issue?
- Be certain that what you are highlighting matches not only what you have done in the past but also what you want to do in the future
 - You want readers to perceive you as a qualified and experienced candidate for the positions you are currently targeting
- Be selective and be strategic

Use a Well Branded Headline

HUMAN RESOURCES MANAGER

- ▶ **Complete Generalist HR Affairs** for both turnaround and high-growth manufacturing and production organizations.
- ▶ **Learning & Development**, launching programs to build high-performance workforce and develop future leaders.
- ▶ **Change Management** for HR initiatives, organizational development, HRIS technology, and corporate transformations.

HUMAN RESOURCES DIRECTOR

Start-ups | Acquisitions | Turnarounds | High-Growth Organizations

Positioning HR as a Business Partner for Excellence

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Share Details About Past Organizations

- Help readers understand the depth and breadth of your experience by providing details about the organizations where you've worked
 - Number of employees
 - Number of locations
 - Total annual company revenue
 - Specific business or industry
 - Other details that will give readers a frame of reference
- Helps readers put everything into context and makes your experience and accomplishments all that more impressive
- Be strategic - think about your goals and add details that make you a good match for the company/organization

Emphasize Achievements

- Critical - Without specific achievements, your resume will sound much like any other HR professional with similar experience
- Hiring managers want to know more - what you have done?
 - How you have contributed to business objectives
 - How you have made a difference
 - What measurable results you have produced
 - How you strengthened the HR organization
 - What you have done to improve company culture and more
- *Note: HR professionals sometimes find it difficult to quantify achievements, so dig deep to find results wherever possible*
- Ask yourself about the problem you solved
 - Do not focus on the activity, but why the activity was important to the business

Highlight HR Keywords

- Look for opportunities to introduce keywords throughout your resume
 - You can create a “Core Competencies” or “Professional Skills Summary” at the top
- Integrate keywords into achievement bullets so readers gain clear and compelling evidence of her HR activities, expertise and value
- Bold keywords at the start of each bullet point
 - **HRIS Technology:** Drove transition from outdated HR systems into a fully integrated HRIS platform from Oracle. Instantly improved analysis, reporting, and planning capabilities while streamlining daily HR functions.
 - **Employee Relations:** Introduced proactive employee relations and communications programs to resolve previous labor and management issues and restore the credibility and employee-centric focus of the HR organization.
 - **Career Coaching:** Rolled out the company’s first HR shared services center for delivery of internal coaching services.

Prepare Your Resume for the ATS

- Use your knowledge of applicant tracking systems to your advantage
- You cannot guarantee a perfect result from every ATS scan, but follow best practices for formatting your resume, integrating keywords and increasing keyword density

Share What Makes You Special

- There are many other items relevant to your career you should include in your resume, they add value, distinction and qualification
- Be certain to include those relevant to you:
 - Professional credentials (e.g., SHRM-SCP)
 - Professional affiliations (e.g., SHRM, OD Network)
 - Board of director appointments and other leadership posts
 - Presentations and public speaking engagements
 - Media features and quotes
 - Publications

Write Tight, Lean and Clean

- Readers simply do not have the time or inclination to wade through irrelevant experiences, fluffy adjectives, unnecessary details and other “filler”
- Review your resume often
 - Edit carefully
 - Focus on strategy and goals to determine what is important to include
 - Remove what does not support your professional brand and your current career objectives
- Pay attention to how your resume is formatted
 - Avoid dense paragraphs (anything longer than three or four lines)
 - Allow ample white space to create an inviting document that rewards readers

Relating HR Jobs to Other Positions

- Think over what you have done and try to determine how you can “manufacture” HR experience by connecting other projects and work
- Compensation planning
 - Have you ever had to budget a resource (time, money, resources) to ensure fairness for all involved?
- Recruiting
 - Have you ever worked on a project or with a volunteer organization and helped to find people with the right skills to support the mission?
- Employee relations
 - Have you ever had the opportunity to help coworkers, friends, or family overcome a personality conflict that was affecting the relationship?
 - Think about what you specifically did and what the results were
- Training/Development
 - Have you ever looked at a process and figured out a way to do it better, then helped others to learn the new method?