

Welcome to section three. We're going to talk about the format and layout. Okay, we're gonna talk more about some of the visual aspect of a resume. There is no hard and set rules about this. If you are a designer, a creative person or an artist, you probably want to make your resume a little more creative to show your creativity. But advice I'm going to give you applies to most situations. So, here is what a typical resume might look like.

Okay, you have your full name at the top, your address, your phone number, and if relevant, your visa and nationality. If you are working abroad and if you want to get a job and if you already have a visa, it might be a good idea to put that in in the beginning because they're gonna look at your visa and say, "Oh, this person does not have any problem "working for a company." Let's say you're married and you have the visa sponsored by your spouse. Then, for the most part, they're gonna able to hire you without much complications, but if you're on a work holiday visa or if you're on a student visa and trying to get a new visa, then things are a little bit more complicated. Then, I might not put down my current visa status unless they ask for it. I might tell them during a job interview or in a separate email that I have a student visa and I'm planning to switch my visa to a work holiday or some other type of visa which allows me to work in that country.

Some people like to put a professional, summary, or objective at the top. This is optional. If you put a very short, professional summary it kind of describes what kind of person you are, what kind of aspirations you have, and if you want to put that in a short sentence, you could put that in. Once again, it should be relevant to the job position you are applying for. Below that you have areas of expertise and, if you want, you could put up some bullet points and just talk a few things and talk about a few qualities that you have. Again, this is optional. In fact, this might be a little redundant. If you already have very strong work experience, you might not need this section.

Next, we have work experience. This is the most important part of your resume. Put down your job title, company name, company location and year, and use the bullet points. Bullet points make it very easy to skim through and read about your accomplishments and achievements in your previous workplace. So I would have not put a paragraph when describing my work experience. I woulda put it as bullet points and use very short and concise words to describe, kind of, the things that I did at my previous workplace. And, you have a section for education. Now, if you have a strong education, if you have graduated from a very famous, popular university, then you might want to bring the education and put it in the beginning, mention your degree, major concentrations, school name, graduation year, and then talk about courses taken. You might ask, should I put the courses that I took in universities? And, if you don't have too much work experience then my answer to that question would it be yes, and I will explain in this video.

Let's talk about your name. When you're writing your name you want to make it easy for the other person to call you. In most English speaking countries, you have your first name and then you have your last name. So we have Jaehoon Kim. Now, Koreans, a lot of Koreans, they like to separate the first character and the second the character of their first name. So they might say, Jae Hoon. They might make H, the capital letter, okay, Jae Hoon Kim. Now, if you do this, people are going to think that Hoon is your middle name so they're gonna call you Jay. They're not gonna call Jae Hoon. You might also consider using your English name. If you have an English name then you might put your English name in the middle to make it look like a middle name. So at the job interview you might say, "Hi, I'm Jae Hoon Kim, please call me Jae." so that they know that it's your English name. If you're Korean, you really want to think about how your named sounds in English. So, for example, your first name might be Ho and you'll last name might be Park. In Korean, first name Ho is a really cool name because it means a tiger. But, if you say Ho in English it doesn't sound good. In fact, it sounds like one of those bad words, in English. You don't want people calling you Ho, Ho, Ho in English, it's not very good. If your first name of means something negative in the English language, you might want to consider using a different name. Your name is your branding, it would be much better if you make your name memorable and easy to pronounce. Now, if you plan

to work for a company for a long time, I'm sure they will get to know you better. They will learn to pronounce her name correctly but in the very beginning it's not easy to memorize people's names. So here, at Splash English, I'm a head instructor and I go by the name Josh. Do you know why? Because of my legal name is very, very long. So if you look up my passport, my name is very, very long. It's not easy for people to remember and pronounce my name correctly and that is why I go by the name Josh. If you look at the name of this company, Splash English, they also end with S-H. This was a very intentional on my part so that I could go up to anybody and tell them my name, the name of my company, and it's very easy for them to remember.

Let's talk about your professional summary or objectives. Here is an example, you're gonna take a look at it and you want to keep it short and concise. You could say, I'm an executive assistant with over 10 years of experience providing thorough and skillful support to senior executives. More than six years of senior software engineer experience with strong analytical skills and a broad range of computer expertise. Or, you could put it down as bullet points. More than 10 years of experience as a technical instructor. Skills include curriculum development, technical expertise, individual and group training and client service. Keep it short and concise.

Again, your education can be top or bottom of the resume. If you have a very strong educational background put it at the top. Now, your work experience is one of the most important part of your resume. There's an order, you want to put the most recent or relevant experience at the top in a reverse chronological order. Your most recent experience at the top, unless the company asks you to do otherwise. And use bullet points, not paragraphs, and you want to start each bullet point sentence with a verb. I'll get into that. And, again, don't just state the facts, remember the features versus benefits. What's your theme? What's your narrative? What are you trying to convey? Don't just tell me the facts.

So, here is what your work experience might look like in a resume. So, you have the date, name of the company, and your job position. And you want to put it into bullet format. Maybe, like three to four bullet points per position that you held. Start with a verb, so: Presented financial planning concepts to individual customers. Created comprehensive financial plans to manage customers future financial risks. Proposed new insurance policies to improve our services. Notice that each verb starts with a lower case and it's in the past tense, don't write, "I had to prepare the budget for my new project." "I had to prepare.", don't say that. Say, "Prepared the budget." And make it consistent across all the bullet points you're gonna write, keep it in that format. Now, you might ask, "Well, I currently have a job, Josh." For your current work, you can use the present tense.

For example, "Create quarterly sales reports" or, "Manage product development process." But, for the tasks that you have completed, in your current job, you can use the past tense. You might say, "Hired and trained 10 staff members." So, when in doubt, just use the past tense. Next, let's talk about certificate, skills, language and other activities. Put these things down if they're relevant information. Does it actually support your narrative? That's what you want to think. So when they look at all these certificates, skills and language training, you know, what do you want them to say? Do you want the hiring manager to say, "Wow, you are well rounded achiever." or, "You really are an expert in robotics." or, "You're line of work combines "customer technology and psychology? "Hmm, interesting." Or, oh, this is mine, "You teach business English skills "to help young people become a top performer. "Huh, that's very interesting." So you want to think about what kind of a narrative you want them to take away when they read your resume. If you're applying for a marketing manager position and if you're putting your activities as I'm a hot dog eating contest winner. That's irrelevant. Don't put I'm a hot dog eating contest winner in your resume. Even though that might be a great achievement, if it's not relevant to your job, don't put it down. If you already have the visa, consider mentioning it somewhere in a resume, cover letter or email to make it easier for them to hire you.

Headshot photo, usually in an English resume, you don't put a headshot photo on a resume unless they asked for it. And, sometimes, you want to be strategic. Because people don't put their headshot photo, putting a headshot photo might make you stand out from the crowd. For example, if you're in a service industry where you have to face customers, then maybe it is a great idea to show that you have a beautiful smile. Maybe for an engineer or technician, maybe, it doesn't matter how beautiful your smile is so maybe you will not put the headshot photo in. So that, you can be strategic about it. If the company requests then include it, but you don't need to put a headshot photo.

Let's talk about more technical stuff. So usually, for a resume, you want use Times New Roman, Arial or Helvetica font. Don't use other fonts, just keep it simple. Font size 12 pixels is the standard. Depending on who you are or the job or their requirement, you could go between 10 to 14, but just to keep it at 12. It's the most readable font size. Again, a resume should be one to two pages unless they have a specific instruction. This is not including the cover letter. I'm just talking about your resume. Your page size, A4 or letter size. Letter size is applicable in North America only. I believe for the rest of the world, people use the A4 sized paper. If you are sending resume electronically, make sure to convert it as a pdf. That's kind of the standard file that people use. Sometimes people use doc file, but certainly not Hangeul file. Certainly not .hwp. Please use the pdf file when you're sending in your resume. You could also search for resume templates on the Internet if you need to see more examples, more visual examples. So you could type in, go to your favorite search engine, and you can type in resume template for dot, dot, dot, marketing manager, or you could just write sample resume for medical profession. And, you could type that in the searching engine to see some more examples. But, if you're in a doubt, just stick to my recommendation.

Keep it simple, don't try to make your resume too fancy. Now, I have also included my own resume template so you can click and download the template below.