



Resume development

Presented by FPJRA

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What is a resume?




A short, written description of your education, qualifications, work history, and sometimes also your personal interests that you send to an employer when you are applying for a job



An opportunity to show the employer what makes you different from other candidates

What to include in a resume

- Contact details: name, email, phone number, address
 - Headline or professional summary
 - Key words to get noticed by automated applicant tracking systems (ATS)
 - Work experience focusing on **achievements** and **responsibilities** in the form of bullet points
 - Education and other qualifications
 - Honors, awards, skills, languages, and possibly personal interests
 - Action verbs (see handout), past tense
 - Very specific details that are requested by or related to the job description
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What not to include in a resume

- Photos, ethnic details, age, family/personal information
- Too much information
- Details about high school/secondary school
- Spelling mistakes and grammatical errors
- First person (“I did”)
- Passive voice (“There was/is”, “Decisions were made.....”)
- Multiple sentences in one bullet point
- Salary requirements or references, unless requested in the job description
- Overly specific/contextual phrases/examples

Action verb examples

- Designed, initiated, developed, created
- Partnered, operated, organized
- Accomplished, advanced, managed, expedited
- Produced, delivered, expanded, enhanced



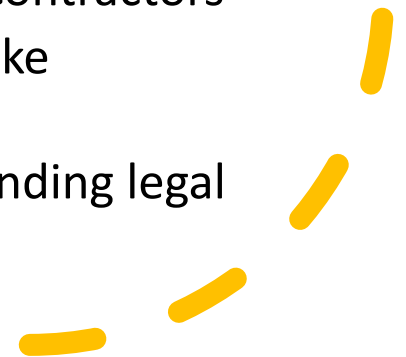
Active voice,
avoid first
person
examples

- YES: Developed new filing method for case management based on party name, implemented through all courts in the region
- NO: I developed a filing method for case management using the parties' names, and it was eventually used in all courts in Herat
- YES: Enhanced support staff productivity by creating cost-free incentive system to earn travel opportunities
- NO: Support staff productivity helped by offering travel to Kabul for certain achievements



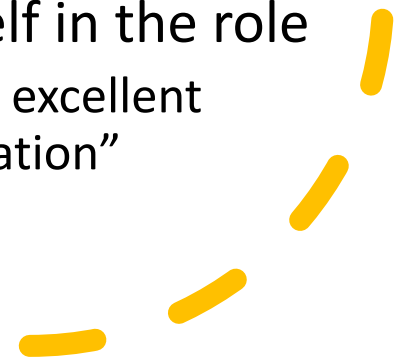
Example of
achievements
and
responsibilities

- Judge, High Court, 2010-2015
 - Developed case management system to organize daily case docket and assign appropriate staff to relevant tasks
 - Streamlined HR processes by creating recruitment tests for various positions
 - Increased productivity of the court through improved case management
 - Incorporated digital tools into the court's day-to-day work
 - Managed junior staff, clerks, and contractors
 - Applied law to specific facts to make determinations in cases
 - Assisted impoverished clients in finding legal representation



Cover letters

- Show that you understand the mandate of the organization, and how your previous work supports it
- Focus on 2-3 major responsibilities from the job description and highlight/support them with your previous experience
- Use longer, more detailed examples from prior work to show you are qualified for the current job
- Show confidence, picture yourself in the role
 - "My experience shows I will be an excellent Program Manager at your organization"



STAR method of highlighting experience

- Situation: State a situation
- Task: Present a specific task
- Action: Mention what you did to achieve the outcome
- Results: Present results of the action, where possible



U.S. job recruitment process

- Looking for “fit”, personality, and specific experiences/achievements
- Position titles are often not compatible, but skills are
 - Paralegal/legal assistants do a lot of legal work in the U.S.
 - Judges in Afghanistan do a lot of administrative, HR, and management work
- Networking and mentorship in the U.S. context
 - Getting to know personal details about people to refer them to other connections
- English language and computer skills are assumed in all professional jobs
 - Professional communication, video calls
 - Differences in communication and writing style

