

CRAFTING AN EFFECTIVE RESUME: YOUR BLUEPRINT TO SUCCESS

Professional Development Course | Spring 2025 | SIUE Continuing Education

Instructor



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Alix is the founder of Villeneuve career coaching, where she helps clients elevate their professional presence—and puts them on a path to their next big career opportunity. Her program uses a unique approach that blends neuroscience-based career coaching with expertise in digital reputation enhancement and thought leadership.

Course Details

 Meets on Zoom

 11 February 2025

 6 – 8 pm CST

Course Summary

You'll learn to harness the key elements of a standout resume:

- ✓ Craft a **powerful summary** showcasing your achievements
- ✓ Clearly demonstrate your **key qualifications**
- ✓ Leverage experiences outside traditional workplaces to **bolster your credentials**
- ✓ Tailor your resume to **target employers'** specific needs
- ✓ **Score highest** with resume-vetting HR software
- ✓ Gain **self-confidence** for the interview

Perfect for professionals or students at any stage of their career, leave equipped with the insights to transform your resume and confidently pursue your next career opportunity.

Recommended information to assemble prior to class

...Though not mandatory, you'll get faster results by coming prepared!

- ✓ An editable (digital) copy of your resume
 - *I recommend Word instead of Google Docs if possible*
- ✓ A headshot
 - *Tip: YouTube headshot tutorials to learn how to take one yourself*
- ✓ Extract 1-3 top quotes from letters of recommendation or performance appraisals, one or two sentences long, that make you shine
 - *Tip: If you do not have any letters of recommendation to draw from, request them now from prior employer(s) or professor(s). You should aim to have 2-3 solid letters of recommendation in your portfolio.*
- ✓ A list of 2-10 classes you've taken (in school or non-credit) that are relevant to the professional world/your target industry
 - *Note the institution/course provider + year completed for each course*
- ✓ Pick 3-10 adjectives that best describe you from [this](#) list
- ✓ A list of conferences you've attended [+ year]
- ✓ A list of school/professional papers you've written + or presentations you've given (that sound interesting or relevant) [+ school/employer + year]
- ✓ A list of any community service or unpaid labor you've done - whether formal (with an organization) or informal (helping family with unpaid summer jobs, babysitting, child/elder care, kids' school involvement...) [+ dates]
- ✓ A list of any awards - from high school, sports, community service... [+ year]
- ✓ Describe in 1-2 sentences any experience you have with mentoring—formal and informal. (Helped tutor classmates? Helped a new hire on day 1?)