

# RESUME BOOTCAMP: TRANSFORM YOUR PROFESSIONAL PROFILE

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 Tuesdays on Zoom



4 sessions:

18 February

25 February

04 March

11 March



6 – 8 pm CST

## Course Summary

This step-by-step workshop ensures you leave with a polished, professional resume that will catch the eye of hiring managers. The course includes a private 30-minute final session—providing tailored advice and actionable feedback to each student.

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 a completed resume and confidently pursue your next career opportunity.

## Items to assemble prior to class

- ✓ 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
  - 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?)