

Post Status || Get Hired

Building Your Résumé
with Michelle Frechette



Hi, I'm Michelle

I'm the Director of Community Engagement for StellarWP at Liquid Web.

In addition to the work I do at StellarWP, I'm the Podcast Barista at WPCoffeeTalk.com, cofounder of underrepresentedintech.com, creator of wpcareerpages.com, the president of the board for BigOrangeHeart.org, Director of Community Relations and contributor at PostStatus.com, author, business coach, and a frequent organizer and speaker at WordPress events. I live outside of Rochester, NY where she's an avid nature photographer. You can learn more at meetmichelle.online.

Why have a résumé?

- Show what you know
- Share your education
- Share your skills
- Highlight your strengths
- It's usually required

Three Types of Résumés

Chronological, Functional, CV (Curriculum Vitae)

Chronological Résumé

- In order of education and employment
 - Oldest to most recent
 - Education first
 - Employment second
 - Skills/Miscellaneous last
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Functional Résumé

- **Organized by skillset/areas of expertise**
 - **Most important to least important**
 - **Then employment history**
 - **Then education**
 - **Then additional information**
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CV

- **Teaching experience**
 - **Speaking experience**
 - **Publications**
 - **Employment**
 - **Education**
 - **Awards & recognitions**
 - **Skills & additional information**
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What to Include

(and what not to)

Do Include

- **Contact information**
 - Name
 - Email
 - Phone
 - Mailing address
 - **Employment history**
 - **Education**
 - **Skills**
 - Certifications
 - Technical
 - Additional languages
 - **Awards & Recognitions**
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Do Include

- **Publications (CV)**
 - **Teaching experience (CV)**
 - **Presentations (CV)**
 - **Link to portfolio**
 - **Additional information**
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Don't Include

- **Mission/vision statement**
 - **Gmail address (iffy)**
 - **Date of birth**
 - **Family information**
 - **Photo**
 - **Anything that can be used to discriminate against hiring you**
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Additional Tips

Tips

- **Use a simple font**
 - **Make it easy to follow**
 - **Use bullets appropriately**
 - **Proofread it - and have someone else do it, too**
 - **Have a cover letter ready (might include it as an email if emailing your résumé)**
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Contact

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