CREATING AN ATTRACTIVE PROFESSIONAL RESUME

#### Purpose of a Professional Resume

- It is estimated that graduates of 2006 will have five to seven careers and change jobs eight to ten times! That is a lot of job searching!
- A resume is a one to two page description of an applicant that gives his/her educational background, experiences, and qualifications for a job.

#### Purpose of a Professional Resume

- The resume is the best tool to capture your personal characteristics, skills, education, and knowledge that you can bring to a job.
- A resume illustrates who you are, what you can do, and where you want to go.
- Remember, employers use this information to screen potential employees before the interview process.

### **Resume Basics**

The following are suggested hints for writing the perfect resume!

- 1. Write it yourself
- 2. Make every word count
- 3. Make it error free
- 4. Make it look good
- 5. Stress your accomplishments
- 6. Be specific
- 7. Don't delay
- 8. Keep it lively



#### Tell the world of your accomplishments!

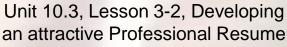
- Job Objective
- Skills
  - 1. Technical
  - 2. Teamwork
  - 3. Leadership
  - 4. Personal Management
  - 5. Employability



### Even the guys at the OCC had to start somewhere...if this is your dream, go

- Education
- Work Experience
- Personal Activities
- Personal Awards and Honors
- References

Your resume has 10 seconds to grab an employers attention...otherwise it's going in the trash! 8/8/2014 Unit 10.3, Le





- Job Objective: States the type of job you are looking for.
- Ex: "To obtain a position as a lifeguard."

Everyone has a passion...find yours!

"It's just a job. Grass grows, birds fly, waves pound the sand. I just beat people up."

- Muhammad Ali 8/8/2014

- <u>Skills</u> (do not need to cover all in one resume)
  - Technical:
    - ex. Arc welding
  - Personal Management Skills
    - ex. Meeting deadlines, being organized
  - Teamwork Skills
    - ex:. Member of yearbook staff
  - Leadership Skills
    - Ex. Organized FFA Greenhand Ceremony in FFA Chapter

- Education
  - Begin with last school attended.
  - Use anticipated graduation date
  - Write full name of school with city and state.
  - Write dates attended, excluding days and months. (1999-2003).

- Work Experience
  - Most recent job first
  - Include volunteerism as well as paid jobs
  - Include
    - Place of employment
    - Dates
    - Job title
    - Description of duties

- Personal Activities and Achievements
  - Clubs
  - Organizations
  - Sports
  - Honors
  - Under each club, write the accomplishments or activities for that club. Be sure to include dates.

References

- Be prepared with the names, positions, addresses, and phone numbers of three people who would speak highly of you.
- They should not be related!
- Try to include at least one previous supervisor.

# TAKE SOME PRIDE!

- This resume will be started as a sophomore, but it can be carried with you for the next forty years!
- If you do it right the first time, it will be easier to edit!
- This is an opportunity to show off all those hours you have worked for your placement SAE, your outstanding GPA, or your volunteerism. SELL YOURSELF!

Every job is a self-portrait of the person who does it. Autograph your work with excellence.

- Unknown

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