



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!

Components of a Resume

- 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 after it!

Components of a Resume

- 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!



Components of a Resume

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

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

Components of a Resume

- 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

Components of a Resume

- 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