



Resumes

If you want a job you should have a resume

Top Resume Strategies

Here are four strategies that take you beyond the standard, resume and get you noticed.

- * Sell yourself and your brand. Make it easy for employers to pick you. Communicate who you are, what you offer, and what makes you different from other applicants.
- * Identify your transferable skills. Your transferable skills are a major selling point that sets you apart from other job seekers. Make sure you know yours.
- * Highlight your accomplishments. Anyone can list duties and responsibilities, but accomplishments give you credibility.
- * Use keywords effectively. The specific words you use in your resume are critical for communicating your value, both electronically and in print.

Better yet, when you hear “Why should we hire you?” at an interview, you’ll be ready with answers!



Employers spend only 20 seconds scanning a resume make sure it is the BEST representation of WHO you ARE.

- * Limit to one page... keep it brief.
- * Stress achievements and skills that are related to the job you are applying for.
- * Use key words that correspond to the employers needs.
- * Avoid fancy types or fonts.
- * Proof read-Proof read- Proof read!! It must be perfect.

Parts of a Resume

- * Heading ... your contact information at the top of the page.
- * Job Objective ..names the position you are seeking.
(omit if using a cover letter)
- * Education ..start with you most recent school.
- * Skills & Abilities do you home work don't be generic!
Identify the 3 most important skills for the job you are applying for.
- * Work History or Volunteer experience
- * Awards /Honors & Activities
- * References

Transferable skills



* What have you already done?

Are you a member of a club or team, been part of drama or music production?

Cut grass or done lawn care

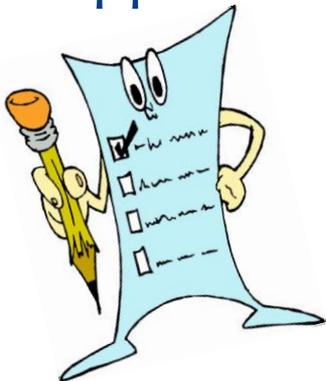
Childcare

Taken a computer class?

These experiences give you valuable work skills.

For the Record

- * Make a list of your previous Jobs... Include the company name, address, date and length of employment, position and duties.
- * Now do it again with all your volunteer experience.
- * List awards, honors, important classes/camps.
- * Keep this on your computer it will come in handy for applications, resume, and letters.



Your turn

- * Use the template provided or make your own.
- * **Remember emphasize key employable skills.**
- * Team player  Good communication skills
- * Punctuality ..be on time.  Trustworthy
- * Responsible  Smart
- * Positive  Helpful

These are the skills employers want most!



References

Make sure you ask permission before providing a contact information for a reference.

Use reliable references.

Past employers

Teachers

Coaches

Clergy

