



## The Résumé Handout

Video: 12 minutes

How you display your \_\_\_\_\_ and \_\_\_\_\_ can make or break your chance at nailing a job interview.

### What to Include

- Tailor it to each specific \_\_\_\_ you're applying for.
- Three parts to a résumé:
  - Skills and \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_ and work history
- Stick to skills and accomplishments that \_\_\_\_\_ to the job you're applying for.
- Be \_\_\_\_\_ and positive.
- The \_\_\_\_\_ level of education you've completed should be listed.
- List additional education, \_\_\_\_\_, and training to show employers you've worked to develop your skills.
- The \_\_\_\_\_ section of your résumé is where you can show how your past experience has prepared you for this job.
- As you grow your \_\_\_\_\_, you can cut out irrelevant job experiences.
- The worst thing you can do is \_\_\_\_\_ yourself on your résumé.

### Résumé Formatting

- Choose the format that works best for you depending on which areas you want to \_\_\_\_\_.
- Chronological:
  - Set up like a \_\_\_\_\_
  - Lists most \_\_\_\_\_ employment first
  - Places emphasis on \_\_\_\_\_ held
- Functional:
  - Focuses on \_\_\_\_\_ and \_\_\_\_\_
  - Works well if you're \_\_\_\_\_ to the workforce
  - Organized by \_\_\_\_\_

- Combination:
  - Includes \_\_\_\_\_ and achievements, as well as work \_\_\_\_\_
  - Most common
  - Allows most \_\_\_\_\_

### Before Submitting

- \_\_\_\_\_ is a vital step.
- Clearly state your \_\_\_\_\_ information in the header, and make sure it's accurate and \_\_\_\_\_.
- Set your résumé apart with your \_\_\_\_\_ skills.
  - Soft skills are the \_\_\_\_\_, attitudes, and \_\_\_\_\_ you have that help you relate and interact with other people.
  - Employers are looking for: \_\_\_\_\_, positive attitude, and good \_\_\_\_\_ skills.
- Have \_\_\_\_\_ versions of your résumé – Word and PDF.

### Completing an Application

- It's important your job application is \_\_\_\_\_ and accurate.
- Gather details prior to completing applications:
  - \_\_\_\_\_ employer names and dates
  - \_\_\_\_\_ references
- Don't leave anything \_\_\_\_\_.

### Questions to Ponder:

- What should I include in my résumé, and which format is best for me?
- Who would be good references to list on my job applications?

NOTES: \_\_\_\_\_

\_\_\_\_\_

ANSWERS ON BACK



How you display your education and experience can make or break your chance at nailing a job interview.

## What to Include

- Tailor it to each specific job you're applying for.
- Three parts to a résumé
  - Skills and accomplishments
  - Education
  - Experience and work history
- Stick to skills and accomplishments that relate to the job you're applying for.
- Be specific and positive.
- The highest level of education you've completed should be listed.
- List additional education, certifications, and training to show employers you've worked to develop your skills.
- The experience section of your résumé is where you can show how your past experience has prepared you for this job.
- As you grow your work history, you can cut out irrelevant job experiences.
- The worst thing you can do is misrepresent yourself on your résumé.

## Résumé Formatting

- Choose the format that works best for you depending on which areas you want to showcase.
- Chronological:
  - Set up like a timeline
  - Lists most recent employment first
  - Places emphasis on jobs held
- Functional:
  - Focuses on skills and achievements
  - Works well if you're new to the workforce
  - Organized by skills

- Combination:
  - Includes skills and achievement, as well as work history
  - Most common
  - Allows most flexibility

## Before Submitting

- Proofreading is a vital step.
- Clearly state your contact information in the header, and make sure it's accurate and professional.
- Set your résumé apart with your soft skills.
  - Soft skills are the abilities, attitudes, and habits you have that help you relate and interact with other people.
  - Employers are looking for: strong work ethic, positive attitude, and good communication skills.
- Have two versions of your résumé – Word and PDF.

## Completing an Application

- It's important your job application is complete and accurate.
- Gather details prior to completing applications:
  - Past employer names and dates
  - Three references
- Don't leave anything blank.