

Conover Resources

Resumes

Participant Worksheet

Name: _____

Date: _____

Instructions:

VIDEO: In this section you will learn what to include on your resume. Your resume should include content that correctly describes you. It is important to do a good job presenting your information and take the time to list your accomplishments, skills and abilities that best match the job you want. Remember, a recruiter or employer may only spend 10-30 seconds scanning through resumes to decide which resumes to look at more closely and which to set aside.

Here are seven sections to consider when writing your resume:

1. Personal information
2. Education
3. Work Experience
4. Responsibilities, Skills, Accomplishments, and Results
5. Military Experience
6. Volunteer Experience
7. Optional Additional Headings.

Personal Information. Your resume should start with your personal information. It might seem obvious, but there are a few things to remember when you write the personal information section. Your name should always be at the top of your resume. Include your first and last name. If you are known by your initials, you should write your full name on your resume. Your contact information comes next. Include your full home address. Always include a telephone number or numbers that the employer can use to contact you. Home and cell phone numbers are the most common numbers used. It is important that you include your area code with your phone numbers, even if the job you are applying for is in your local area.

Be sure to include a personal email address. For many companies, a lot of the hiring process is done through email. Be sure to use an email that the potential employer can use to contact you. Then be sure to check your email regularly when you are applying for jobs. If you currently have a catchy email address that may not show you in a positive light, consider opening a different email account with a more professional email address.

1. What personal information should you include on your resume?

2. Why should you have an updated email address on your resume?

3. What is your current email address? Is it appropriate to use it on your resume?

Education. There are two places on your resume to put your education, depending on your situation. If you have been out of school for less than five years, your education information goes at the top of your resume, after your personal information. If you have been out of school for more than five years, your education information should be listed at the end of your resume. To list your education, start with the highest level of education that you have completed.

Include the name of the degree you received, the name of school, the location of the school, and, if you received a major, include that as well. You can include any specific coursework that is important for the type of job for which you are applying. For most jobs, you do not need to include your grade point average (GPA), unless you are proud of it. Education includes all of your training, not just your formal education (college, high school, trade school). This section of your resume can also include continuing education, workshops, seminars or other special training you have received.

4. Where can you put your education on a resume?

5. What should your education include on a resume?

6. How should you organize your education?

Professional/Work Experience. List the detail of your work history or experience for only the last 10 to 15 years, or your last four or five positions. After that, decide if it is necessary to include the job on your resume. If you feel a job should be included, do not include a lot of detail for jobs you held more than 10–15 years ago. Also, if you worked for one company for a long time, you don't need to show every position change with that company. Just list the most recent position and two or three others the provided experience that relates to the job for which you are applying.

To list your work experience if you are doing a chronological resume, list your most recent position first, second most recent after that, and so on. For each position, include: your job title, the name of the company, the location of the company, and dates you worked there. Under that, list your responsibilities and accomplishments in that job.

7. Should you include every work experience you've ever had?

8. What should you include for each position in your work history or experience?

9. How can you organize this section of your resume?

Responsibilities, Skills, Accomplishments, and Results. Now, list the your responsibilities at that job or what you did. You will also include your skills and accomplishments. To help you as you think about your responsibilities and what you achieved in this job, review the list of skills below.

People Skills

Negotiating skills

Oral presentations at meetings

Foreign languages

Organizational skills

Counselling

Computer Skills

Planning Skills

Analytical skills

Managing

Training Others

10. Did you use any of these skills in your job?

yes

no

11. Which skills did you use?

12. What additional skills do you have?

Remember to also list accomplishments. An accomplishment is something you did that resulted in a positive outcome. When thinking about accomplishments, it's helpful to think about time, money, and amounts. Time, money, and amounts are how you quantify your accomplishments. This shows people that you know how to get results. Here are some questions to help you think about your accomplishments.

Did you solve a problem for your department or company?

Did you save the company money?

Did you train anyone?

Did you lead any special projects?

Did you reduce errors?

Did you receive any special awards?

Did you meet a goal deadline?

Did a team you were on successfully complete a project?

Remember to use short sentences or phrases that begin with an action verb to describe your work experience. Make sure you focus on the results you achieved in your prior jobs. Be specific. For example, don't just say "worked on the product development team". Instead, say something like, "worked as part of a team that successfully developed a web application for special education under budget and ahead of schedule."

13. What are your accomplishments?

Military experience. Next, include your military experience. At a minimum, list your service and the dates of service in the military. If your military experience happened a long time ago, or isn't related to the type of job you want, you don't need include more than this. You may want to include more information about your military service, depending upon your rank and whether or not the experience your military service gave you will be helpful in the job for which you are applying. If your military experience is directly related to the type of position you are looking for, or if you were promoted quickly during your military career, then highlight these items on your resume.

14. Explain what to include for your military experience on your resume.

Volunteer experience. Next, you'll want to include your volunteer experience. One way to get the interest of an employer is to show that you are someone who works to make the community a better place. Most companies look positively on people who volunteer in the community. Sometimes what you did as a volunteer may show more than your paid work history as far as having the skills needed for the job you are applying for.

If you are a student looking for your first job, being able to show volunteer work on a resume shows you have interests beyond the classroom. If you are returning to the workforce after some time away, your volunteer activities show that you kept yourself involved. If you want to change career fields, it may be your volunteer work in the new field that tells a possible employer that you can do the job, even if all your paid work history is in some other field.

Take the time to think about what you learned as a volunteer. Did you have the chance to

practice public speaking? Did you write reports, news releases, or newsletters? Did you plan projects, coordinate volunteers, or train others to help? These skills are useful in many jobs.

15. Why are employers interested in your volunteer experience?

16. What can your volunteer experience show about yourself?

17. How can volunteer experience help a student get a job?

18. What volunteer experience do you have?

19. What skills did you learn from your volunteer experience?

Additional/Optional Sections. **Additional/Optional Sections**Everyone is unique and has different experiences. If you have an experience that will be useful in the job in which you are interested, add this to your resume. Think about what you can add that might sell yourself to a potential employer, but do not worry if you don't have some of these items to put on your resume. Some of the optional headings you may want to add to your resume are:

Awards, honors
Professional affiliations
Committees
Leadership roles
Teamwork Experience
Certifications or licenses
Extra-curricular activities

20. Have you won any awards in your past jobs? Did you receive any honors?

21. Do you belong to any professional associations?

22. Do you belong to any associations that are outside your profession?

23. Did you lead a team at a former job?

24. What teamwork experience do you have?

25. What are your professional certifications?

26. Are you involved in any extracurricular activities that show you have skills and experiences to match the job you want?

27. Why should you do a good job presenting your information and take the time to list your accomplishments, skills and abilities?

28. Are you ready to write your resume? Why or why not?
