


Show Yourself Off: Write a RÈSUMÈ! Presentation Notes

Practicum in Human Services

Show Yourself Off:

Write a RÈSUMÈ!

A photograph of a young woman with dark hair, wearing a pink top and blue jeans, sitting on the floor. She is holding a laptop and giving a thumbs-up gesture with her right hand. The photo is centered within a white rectangular frame.

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**Résumé**

A brief summary of your personal, educational and professional qualifications and experiences.



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3

A résumé is your personal “fact sheet.” It is the only document most job applicants will leave with a prospective employer. It is the main tool employers use to compare you with others. For that reason alone, give great attention to making your résumé be the best it can be.

## Résumé Objective

- describe the purpose of your résumé
- customize to match the position you are applying for
- describe skills you bring to the prospective employer
- entice a hiring manager to read your résumé

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Spend as much time on this section as necessary to create a powerful opening for your résumé. Your Objective or Summary should be two or three lines long at most.

**Examples of Résumé Objectives  
Human Services**

- To obtain employment in the field of human services.
- To secure a position with \_\_\_\_\_ where I can utilize my \_\_\_\_\_ skills.
- To obtain a position that will enable me to enhance my skills and knowledge in \_\_\_\_\_.
- High school Human Services student seeking opportunity to learn and improve \_\_\_\_\_ skills.
- To obtain a position that allows me to \_\_\_\_\_.
- I am seeking employment (internship) \_\_\_\_\_.

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Objectives and Goals: Don't talk about yourself and your career goals. You can do that in the interview.

Avoid such phrases as: "seeking a chance for advancement", or "where my skills will be utilized", or "where I can further my career".

Your goal is to focus on the employer and his or her needs.

Review sample objectives. Have students personalize two examples and share with the class.

### Take Inventory of Your Skills

- Organizational, Educational, Communication
- Interpersonal/Ability to work well with people
- Knowledge and experience in \_\_\_\_\_
- Fluent in both English and Spanish (or other language)
- Fluent in English and conversational Spanish (or other language)

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Your résumé should highlight your most marketable skills in such a way that employers are more likely to call you. What are your most marketable skills?

Have students brainstorm types of skills.

What do you enjoy doing? What skills do you most enjoy using on the job or in school right now? What skills would you use even if you weren't paid? Write out your answers.

**Employment Record**

Jobs - Duties, dates, companies, and addresses of one's present and/or previous work experiences.




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7

Be sure to include all skills and accomplishments that directly relate to your current job objective. Your job experiences can help build your résumé. Don't forget to include military service and volunteer work.

**Reference**

A person to whom one refers for testimony as to another's character, abilities, etc.



8


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Most companies will ask potential employees to provide references: names and phone numbers of persons who can tell them more about you. Be prepared to have this information on hand when inquiring about a job position.



## Chronological Résumé

It is the most common type of résumé. It lists and highlights your work experience, education and personal information.



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9

The slide is enclosed in a black border. The title 'Chronological Résumé' is centered at the top. Below it is a paragraph explaining that it is the most common type and lists work experience, education, and personal information. In the center is a cartoon illustration of a person with curly hair and a beard, wearing an orange shirt, holding a yellow document labeled 'Résumé'. The background of the illustration is green and blue. At the bottom left of the slide is a small red circle with the number '9'. At the bottom center is the copyright notice: 'Copyright © Texas Education Agency, 2012. All rights reserved.'

The chronological résumé is the style most people are familiar with. Take time to have a well thought out résumé. Your résumé should show your potential employer your progression of skills and experience in the job market.

## Chronological Résumé Sample

Jack Smith (317) 555-0101 (home)  
1111 S. North St. (317) 555-1100 (fax)  
Sometown, IN 47000 jacksmith@online.com

**JOB OBJECTIVE**

- Desire a position in office management, personnel services or labor relations.
- Prefer a position requiring multiple responsibilities and a variety of tasks.

**EDUCATION AND TRAINING**

- Ace Business College, Chicago, IL - Graduate of two-year management training program with emphasis on labor management studies.
- Benjamin Franklin High School, Windfall, IN - General studies diploma with emphasis on business related studies.
- U.S. Army - Inventory and supply control.
- Other — Continuing education classes and workshops in business communications, customer relations and marketing

**EXPERIENCE**

- 1987 to present - Returned to college to continue education and complete degree work. Learned to operate word processing and data entry equipment.


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10

The chronological résumé seems to be the most popular format used. This type of résumé usually contains an objective and/or summary statement and a chronological listing (from most recent to past) of all your employers along with related accomplishments. Educational information is included along with certifications and special skills. Make your chronological résumé descriptive, personal and exciting. Arrange it by time and always add a description of your job duties.

## Functional Résumé

Allows you to focus on your skills when you do not have previous work experience to highlight.



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11

This type of résumé format works well for people with limited work experience, who has been out of the workforce for a while, or who seek to change their careers at some point. This type of résumé focuses more on your skills than on your employment history. This is a good format for a high school student who is looking for their first job. You can list your involvement with extracurricular activities, volunteering activities and accomplishments in high school.

## Functional Résumé Sample

Your Name  
Street Address, City, State, Zip Code  
Phone number  
Email Address

**OBJECTIVE OR SUMMARY**

- A resume Objective or Summary can help describe the value you bring to a prospective employer and entice a hiring manager to read your resume.

**Professional Experience**

- Job Title
- Company and Location
- Action words + Keywords + Skills + Knowledge
- Be specific by using numbers and percentages

**Relevant Skills**

- Skill Group or Title: List skills here
- Education

**Example Education:**


- High School diploma, East Central High School, San Antonio, Texas, 2012
- B.S., Computer Science (High Honors), University of Texas at San Antonio, Texas, 2016

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Functional résumés highlight your abilities rather than your chronological work history. You'll still need to summarize your work history. By the time the reader has gotten to that point, he is usually sold on bringing you in for an interview.

### Résumé Tips

- Make it brief and concise
- Make it easy to read
- Make it visually appealing
- Use white or off white paper only, and DO NOT use scented papers!




13

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One page is preferable, more than two pages. Highlight or underline key points. Use the same alignments throughout the résumé.

### Résumé Tips

- Proofread your resume. Look for spelling and grammatical errors.
- Use “action words” to highlight your accomplishments and achievements.
- Show YOURSELF Off!!!




14

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A well written résumé is an asset to anyone looking to acquire a job.

**“ACTION” Words**

- Elected (ex., elected class resident)
- Chosen (ex., chosen tennis team captain)
- Awarded
- Presented
- Voted
- Achieved
- Excelled
- Accomplished




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15

Good action words can help you distinguish yourself from other applicants.

Be sure to “Show” yourself off!!  
This is your chance to make yourself SHINE!!!



16

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With a great résumé in hand, next comes a successful interview. Make sure you research the company. Are you the right employee for the company and is this the right company for you? During the interview, listen carefully to what is being asked and answer thoughtfully and honestly. Don't ramble or repeat yourself. Dress conservatively in clean, pressed and appropriate clothing. Grooming and personal hygiene is a must!! Be confident but not boastful. Try to be relaxed and not nervous or fidgety. Be a natural and positive. Use proper grammar and turn your phone off.



## References and Resources

- Achieve Texas

<http://www.achievetexas.org/>

AchieveTexas is an education initiative designed to prepare students for a lifetime of success. It allows students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship.

- Microsoft Office

<http://www.Office.microsoft.com/en-us/templates/>

Download free **templates** for resumes, spreadsheets, documents, calendars, certificates, labels, business cards, and more for **Microsoft Office** products.

- Résumé Templates

<http://www.Resumetemplates.org>

You will find over 250 free résumé templates along with tips for writing your résumé and the job interview process.