#### Show Yourself Off: Write a RÈSUME! Presentation Notes



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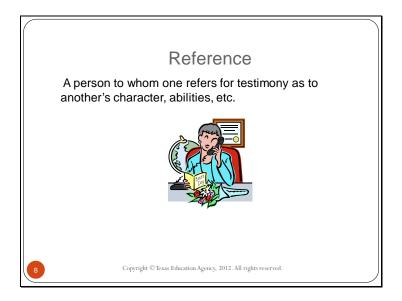
Your résumé should highlight your most marketable skills in such a way that employers are more likely to call you. What are your most marketable skills?

Have students brainstorm types of skills.

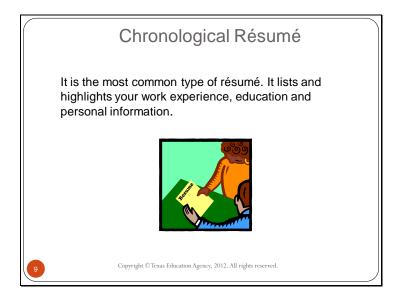
What do you enjoy doing? What skills do you most enjoy using on the job or in school right now? What skills would you use even if you weren't paid? Write out your answers.



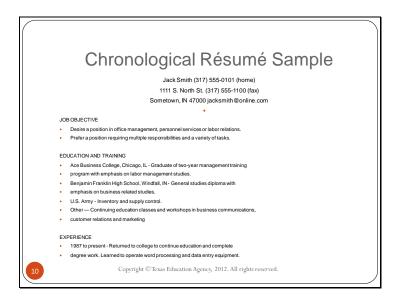
Be sure to include all skills and accomplishments that directly relate to your current job objective. You job experiences can help build your résumé. Don't forget to include military service and volunteer work.



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.



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.



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

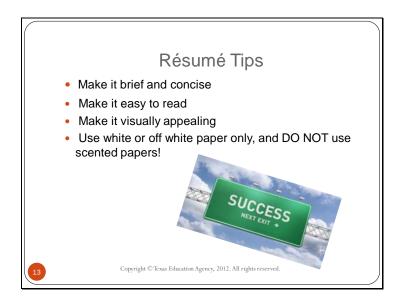
Make your chronological résumé descriptive, personal and exciting. Arrange it by time and always add a description of your job duties.



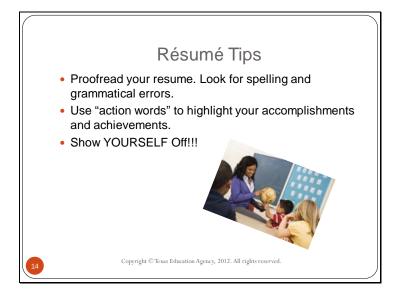
This type of résumé format works well for people with limited work experience, who has been out of the workforce for a while, or who seek to change their careers at some point. This type of résumé focuses more on your skills than on your employment history. This is a good format for a high school student 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 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 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 Copyright © Texas Education Agency, 2012. All rights reserved.

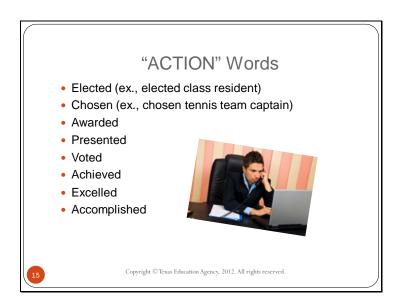
Functional résumés highlight your abilities rather than your chronological work history. You'll still need to summarize your work history. By the time the reader has gotten to that point, he is usually sold on bringing you in for an interview.



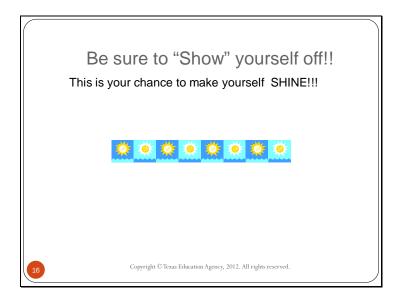
One page is preferable, more than two pages. Highlight or underline key points. Use the same alignments throughout the résumé.



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



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



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.



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