

Getting Ready for the Real World: RESUMES

Get to Know You

Ask the Student	Ask the Mentor
<ul style="list-style-type: none"> • What is your best talent? • How would your best friend describe you? • Have you had a job? What about unofficial jobs (like babysitting or shoveling snow)? • What do you want to do as a career? • What do you want your next job to be? 	<ul style="list-style-type: none"> • What is your best talent? • How would your best friend describe you? • What was your first job? • When you were my age, what career did you want? • How did you get to your current job?

What is a Resume?

A resume is document that summarizes your education, work experience, and accomplishments. It may be the first thing someone sees when reviewing your job application, and it's important to put time and effort into making an updated, accurate resume.

- Your resume should show you have the skills, experience, and accomplishments necessary to do the job
- You should update it regularly and keep the resume one page long.
- Use action words. Here's an example of how to highlight fast food experience:
 - *Maintained high standards of customer service during high-volume, fast-paced operations*
 - *Communicated clearly and positively with coworkers and management*
 - *Handled currency and credit transactions quickly and accurately*
 - *Assisted management with inventory control and stock ordering*
- Do not lie on a resume.
- If you haven't had a job yet get involved in the community. Volunteer work looks great on a resume and it helps you develop new and transferrable skills, build your network and attest to your character.
- The structure of your resume should follow this order: Contact Information, Education (Include GPA), Experience, Relevant Activities
 - If you've never worked, list ways you've helped other people (babysitting, church, etc.)
 - Consider sports, clubs, band, academics, hobbies, and other talents/skills you have

Resume - EXAMPLE

145 East Covington Rd
Louisville, KY 40202
(555) 321-6543
nancy.iverson@email.com

Nancy Iverson

Career Objectives

To secure a customer service position with a dynamic and growing company where there is the opportunity for personal growth and professional development.

Education History

Sept 06 - June 09 Moore Park High School
Grade 12 Provincial Diploma
Louisville, KY

Work Experience

July 07 - Aug 09 Greenwood Public Swimming Pool
Pool Lifeguard
Louisville, KY

- » Ensured people enjoyed the pool without risk
- » Explained and enforced pool rules
- » Provided emergency services and first aid for minor accidents

Awards & Certificates

- » Fully certified lifeguard
- » CPR certificate
- » Brown belt in karate

Extracurricular Activities

Sept 08 - To Present Assistant Treasurer, Student Council

- » Organized fundraisers and created monthly budget reports

Hobbies & Interests

- » Swimming
- » Soccer
- » Reading
- » Carpentry

Skills & Abilities

- » HTML
- » Dreamweaver
- » Microsoft Office

Discovery Questions: Uncover Your Skills & Abilities

These questions can help you think about skills, abilities, and special talents you already have. Identifying your strong points can help you set job goals, develop a strong resume, and get on track to your career.

- 1) Good friends count on each other. What do your friends count on you for?
- 2) What do you do to help your parents or guardians?
- 3) What difficulties have you overcome to get where you are?
- 4) What good qualities did you get from your family?
- 5) What is something you can brag about? What are you most proud of?
- 6) What praise have you gotten from teachers?
- 7) If you had to move away, what would people miss most about you?
- 8) Name three characteristics in other people that you admire or respect.
- 9) Which of these qualities you named in question eight are also true about you?
- 10) Think of a problem that that you fixed. How did you do it?
- 11) Which subjects are you best at in school? Why do you like them?
- 12) Which subjects are your least favorite? Why?
- 13) What do you know so well that you could teach it to others? What tips would you give?
- 14) Describe something you designed, created, built, or fixed that you felt proud of.

Notes:

Resume – WORKSHEET

NAME _____

EDUCATION

- Completed _____ years at _____
- Expected graduation date: _____
- G.P.A. _____

EXPERIENCE

Include club & community service hours

- _____
- _____
- _____

SKILLS

- _____
- _____

RELEVANT HOBBIES OR HIGH SCHOOL STUDIES

- _____
- _____
- _____

HONORS, AWARDS, AND MEMBERSHIPS

- _____
- _____

Get Started

MPS has a website for students to use to build a resume. After you check out a chrome book:

- Log into the Career Cruising website.
- On the left side, choose **Build My Resume**.
- Fill in the sections listed. Check carefully for correct spelling and grammar.
- When you are done, there is a blue **Format & Print** button on the top right side.
- From there you can choose a font, re-order the sections as needed, and save your resume to your Google Drive.

SAMPLE JOB POSTING (1)

TITLE Dietary Aide

DESCRIPTION – Priority Life Care has an exciting opportunity for a Dietary Aide working in a long-term health care community. It is our mission to compassionately light the way in senior care, with respect, for independence and affordability. Our care services, programs and activities promote a resident's dignity, independence, and overall wellness. Our employees are friendly, skilled and encourage our residents to be as independent as possible while providing them with a safe, maintenance-free setting. Furthermore, we value partnering with hospitals, physicians, employees and community organizations to create the best options for our residents.

ESSENTIAL JOB FUNCTIONS include the following. The primary duty of the Dietary Aide is to assist Dietary Cooks in the preparation and service of meals served to residents by performing the proper procedures as outlined by state and federal regulations. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in the preparation of food in quantities according to the menu, recipe and number of persons to be served
- Sets up dining room as instructed
- Prepares items such as salads and beverages
- Takes resident orders in dining room and serves meals to residents in a timely manner
- Cleans resident eating areas, work areas, equipment and utensils according to the proper procedures
- Collects and stacks dirty dishes on cart and returns cart to kitchen
- Washes cooking equipment, carts, pots, pans, dishes and utensils
- Cleans eating and prep surfaces, sweeps and mops floor
- Removes garbage
- Stores food in designated areas
- Reports any issues or problems that may arise to Dietary Manager
- Complies with state and federal sanitation standards
- Complies with state, federal, and all other applicable health care and safety standards
- Attends in-services and other required meetings
- Performs other duties and tasks as assigned

POSITION REQUIREMENTS | EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- High School diploma or equivalent; no dietary experience required.
- Previous experience in a long-term care or hospital setting preferred.

JOB TYPE FULL-TIME and or PART-TIME

SHIFT Various Shifts

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

SAMPLE JOB POSTING (2)

TITLE 2nd Shift Lead Teacher at Trini-Dad's Child Development Center (FULL – TIME)

COMPENSATION \$8.50 - \$14.00 an hour (based on experience)

DESCRIPTION Trini-Dad's Child Development Center is growing and in need of great teachers who love children and are excited about learning! At Trini- Dad's CDC our focus is the educational and emotional development of children. Our ideal candidates are just as passionate about the growth and development of the children in our care as we are. They are positive thinking, self- starters who possesses creativity and the willingness to work as a part of a team towards a common goal.

We are most interested in applicants that:

- Have experience with a quality educational program & Enjoy creating engaging lesson plans
- Are comfortable overseeing day to day operations of a large group child care
- Knowledgeable in computers, technology(proficient in Word and Excel), internet (social media)
- Demonstrate exemplary customer service/ recruitment& retention skills
- Possess excellent communication and interpersonal skills
- Practice flexibility, ability to handle pressure, interruptions and or changing conditions
- Thrive in a team setting but possess the ability to work independently
- Successfully pass background/ employment screenings as mandated by State of WI

ESSENTIAL JOB FUNCTIONS

- Work Hours – While your shift is set, actual hours may vary to meet the needs of the children in our care and the center based upon enrollment and other varying factors. You will be informed ahead of time but may need to work more or fewer hours than originally scheduled.
- Initiative ~ After learning the job, we expect that individuals will be able to continue daily operations as explained without direct guidance. Anticipate classroom needs and follow through without prompting and freely ask questions if more guidance or explanation is necessary.
- Classroom Assignment ~ Employees may need to “float” between classrooms to cover lunches, breaks or ratio changes. While they are assigned, classroom assignments are based upon needs of the center and with notice are subject to change.
- Other Duties ~ Take on other duties as needed to care for children, support co-workers and contribute to the center's overall success (Continual positive verbal and physical interaction with children throughout the day; Planning, teaching and implementing the curriculum for all children from infants through preschool children; Serve and eat meals with the children, Aim for positive interactions with children parents, staff, and administration, Attend in-service and staff development training programs)

POSITION REQUIREMENTS | EDUCATION and EXPERIENCE –

- Required education: Associates Degree and Minimum of 2 years in quality child care setting
- Familiarity with and willingness to follow state licensing requirements and CNI policies
 - CPR & First AID certification required
 - Shaken Baby/SIDS certification required
- Qualifications: - Must be 18 years of age or older
- Bilingual capabilities a plus

Action Plan

My goal is to _____.

These are the actions I will take between now and the next mentoring session:

Goal	Action	Date Completed
<i>Examples:</i>		
Raise my GPA	Turn in every homework assignment	Ongoing
Start Volunteering	Choose and organization that needs help	January 10