GAMECHANGERS ACADEMY

Stride

NLA
NICOLE LEWIS & ASSOCIATES
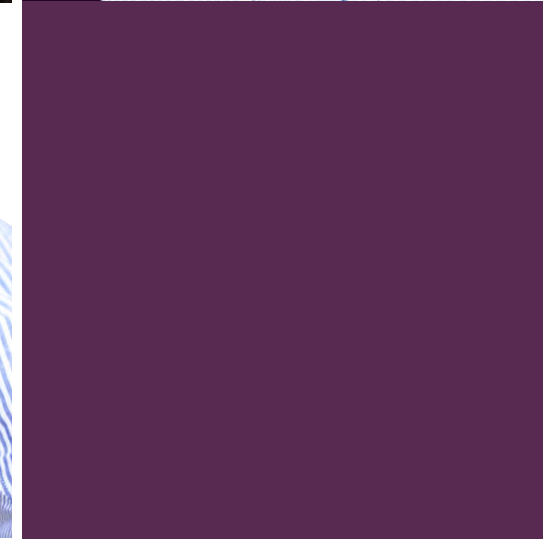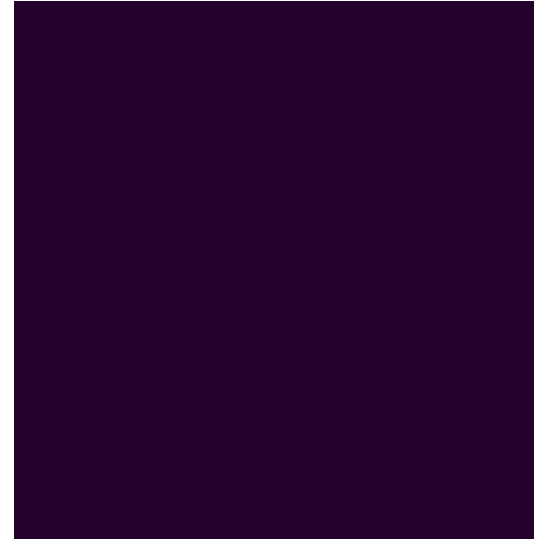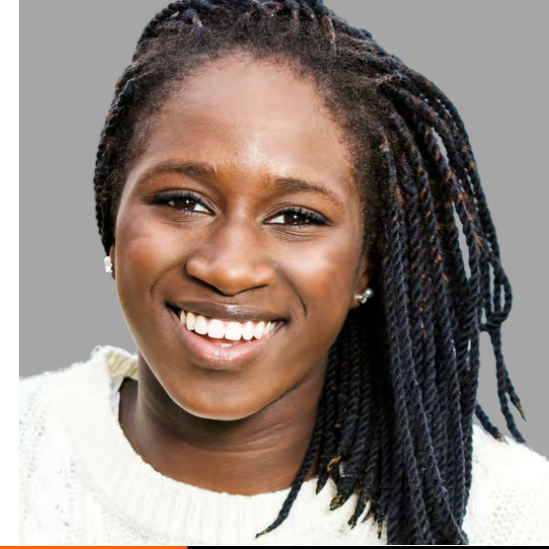
JOB SHADOW WEEK 2021: JULY 19-22

PARTICIPANT GUIDE & PORTFOLIO
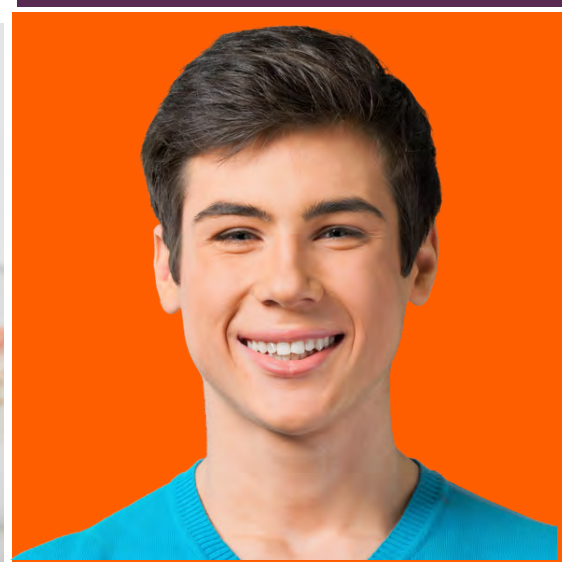
GAMECHANGERS ACADEMY

JOB SEARCH & RESUME WRITING - YOU'VE GOT 7 SECONDS

Wednesday, July 21, 2021 Session

Job Search & Resume Writing:
Pre-Session: 3 Main Resume Types

A resume is a document created and used by a person to present their background, skills, and accomplishments. Resumes can be used for a variety of reasons, but are most often used to secure new employment. There are three main types of resumes: chronological, functional, and combination. All resumes will list your name, contact information, work history, education history, activities, and skills. What and how the information is summarized depends on the type of resume you choose.

Chronological Resume

Lists your work history in reverse order, starting with your current or most recent job and working backwards. You will include job titles, list of responsibilities, dates of your work history, and any awards/achievements in each role. **People who want to show strong growth and consistent work history in their careers often use this type of resume.**
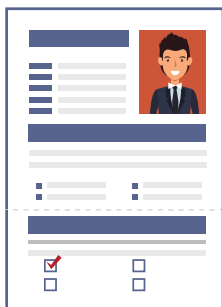
Functional Resume

Focuses on skills and strengths that are important to employers. Skills and experience sections might typically leave off specific dates, names, and places. This type of resume allows you to highlight specific strengths and skills that might not be obvious when they're simply listed in chronological order. You can include coursework and relevant volunteer work. **People who are new graduates, those changing careers, and those with gaps in their employment often use this type of resume.**

Combination Resume

Blends both the chronological and functional resume styles together. Shows off a strong, consistent work history with upward growth. This type of resume shows how the skills you gained in the past apply to the job you are seeking. **When work history is limited, a functional resume is recommended over this option.**

KEY LEARNING OBJECTIVE:

Understand the tools and best practices for job searching and winning resumes
- Understand where and how to search for available job opportunities
- Recognize the three main types of resumes
- Understand the roles of the Four Resume Gatekeepers
- Understand and apply best practices in successful resume writing

MY FIRST JOB

NOW HIRING
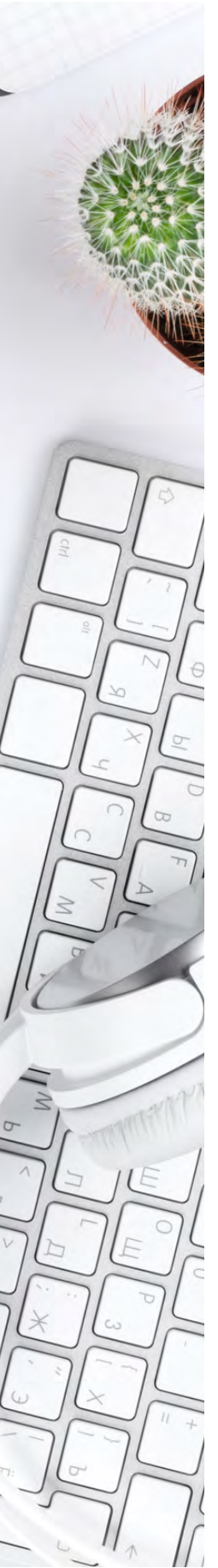
BEST JOB SEARCH OPPORTUNITIES

- PARENTS/FRIENDS OF THE FAMILY

- YOUR P.A.C. (MENTORS, COACHES, ELDERS, ETC.)

- BUSINESSES YOU FREQUENTLY SUPPORT

- VOLUNTEER ORGANIZATIONS

- RELIGIOUS AFFILIATIONS

- PRIOR INTERNSHIP/SUMMER JOB SUPERVISORS

- SOCIAL MEDIA

- JOB SEARCH SITES: SNAG, GLASSDOOR, INDEED, USAJOBS.GOV FOR STUDENTS, ZIPRECRUITER
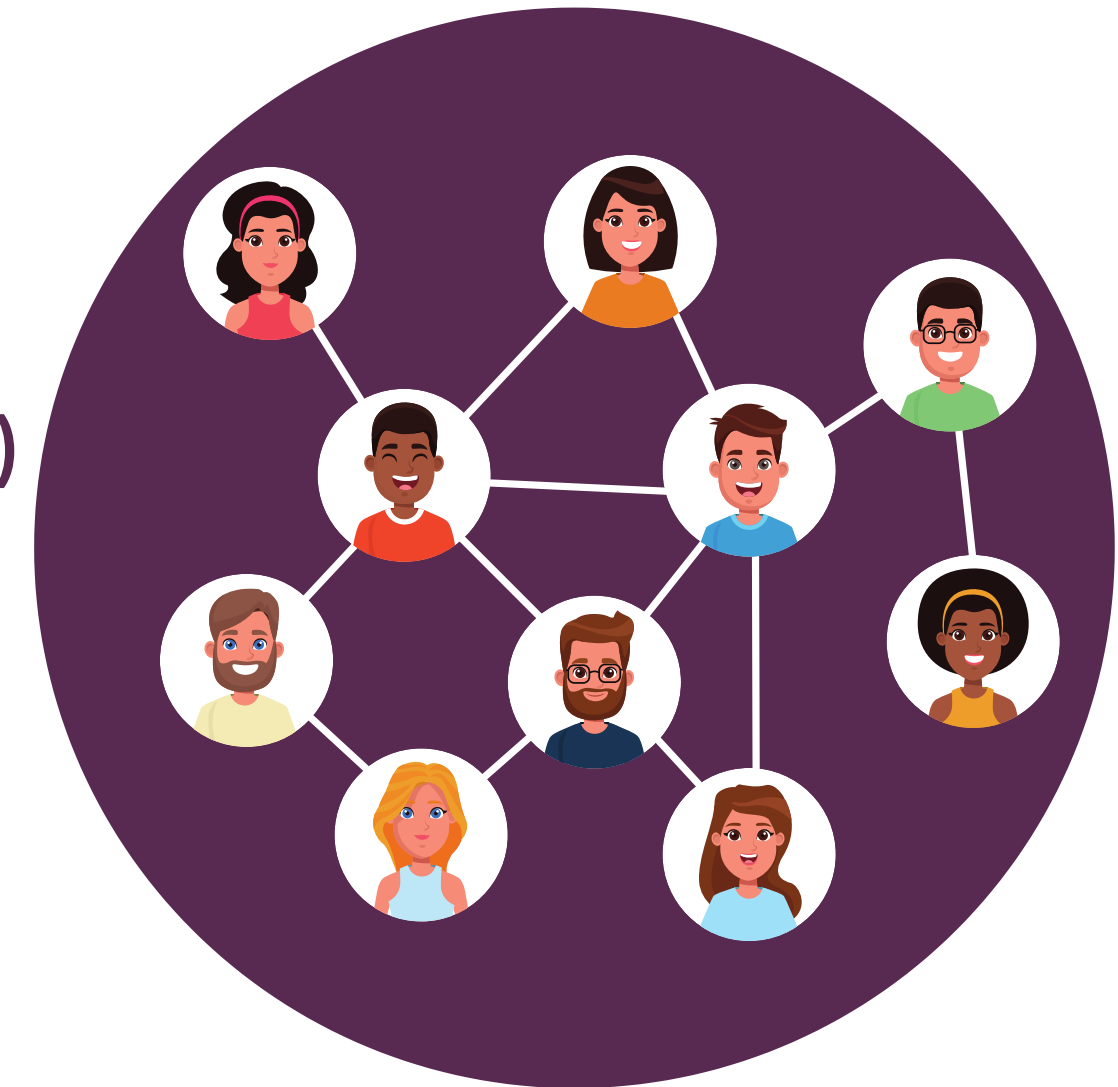
RESUME WRITING WORKSHOP

THE #1 GOAL OF A RESUME IS TO SECURE A JOB INTERVIEW

HIGH SCHOOL RESUME MUST-HAVES

- CONTACT INFORMATION

- OBJECTIVE STATEMENT

- EDUCATION

- EXPERIENCES & ACHIEVEMENTS

- SKILLS

- RELEVANT ACTIVITIES

- REFERENCES (DON'T LIST ON RESUME; JUST HAVE THEM)

YOUR NAME HERE

Youremail@gmail.com (XXX) XXX-XXXX City, State

Tallo, LinkedIn, or Website URL

Aspiring journalist with two years of experience in creative writing and graphic design, seeking a position as a sports writing intern. Motivated to share my talents while expanding my leadership skills as part of a valued community organization.

EDUCATION

Santa Monica High School, Santa Monica, CA
Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

EXPERIENCE AND ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead   *2018 - Present*

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer   *2018 - Present*

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2019
- 2nd place contestant in the Social Justice 2020 Student Awards (graphic design work for Advertising category)

HIGH SCHOOL RESUME DOS	HIGH SCHOOL RESUME DON'TS
- You have 7 seconds – make them count! - Include a clear, concise objective. - Use a professional sounding email address. Gmail is preferred. - Include a customized link to your updated LinkedIn or other profile. - Include the city and state where you live. - Include a concise professional summary. - Use Calibri, Arial, or Times New Roman fonts only. - Use 14-16 pt. font for headers and 11-12 pt. font for the body. - Highlight your skills, experiences, and accomplishments. - List the most relevant info in the top third of the resume - Customize your resume with exact key words and variations from the job description that match your actual skills and experiences. - Describe your skills using the terms used in the job description. - Elaborate on experiences. - Have multiple proofreaders review all documents before submitting. - Use .doc formatted Word documents for online applications (.docx, Google Docs, and .PDF can have ATS formatting issues). - If you choose to use punctuation (or not), be consistent. - Bullet point the most important information. - Limit to 1 page; maintain white space. - Use action verbs to describe work. - List honors and extra-curricular activities. - List relevant technical skills. - List relevant soft skills. - Quantify your accomplishments.	- Avoid a long, generic professional summary. - Don't copy templates. - Don't include course titles. - Don't mention high school associations or accolades. - Don't say "Proficient in Word, etc. – that's expected. - Avoid white space waste: - References available upon request (of course they are!) - Fluffy words) - Don't reduce font size lower than 11 pt. to cram more information in. - Don't lie or fabricate anything! - Avoid adjectives like "driven" or "ambitious". - Avoid using pronouns. - Don't try to trick the ATS by embedding words in your resume (they spot that). - Don't mention salary or compensation. - Don't include graphics, photos, or fancy formatting – the ATS will filter these out (exception: if you are an artist or marketing professional, this is acceptable, but consider an online portfolio that can be linked to the resume).
GOALS & GATEKEEPERS	ACTION VERBS

GOALS & GATEKEEPERS	ACTION VERBS		
ATS (Applicant Tracking System) – filters out 75% of resumes due to lack of key word match, use of graphics/photos, unreadable fonts, and poor formatting. **Resume Screener** – junior-level recruiter; will perform a 7-second, "Z" motion skim to identify key words and spot errors or unprofessional text. **Senior-level recruiter –** more knowledgeable about the position; their key customer is your new potential boss. This person will drill down into your resume and research you online. **Hiring Manager –** the ultimate gatekeeper; this person must see that your resume summarizes someone that they and the company will benefit from working with.	The following words can be helpful when describing your extracurricular activities, awards and achievements and volunteer service:		
	Analyzed	Evaluated	Performed
	Arranged	Facilitated	Persuaded
	Assisted	Formulated	Placed
	Attended	Founded	Planned
	Awarded	Greeted	Practiced
	Built	Identified	Presented
	Communicated	Implemented	Presided over
	Collaborated	Improved	Ran
	Collected	Initiated	Received
	Competed	Instructed	Recognized
	Conceived	Interned	Selected
	Coordinated	Led	Served
	Created	Maintained	Studied
	Delivered	Managed	Suggested
	Designed	Mentored	Supervised
	Developed	Motivated	Trained
	Determined	Negotiated	Transformed
	Earned	Nominated	Tutored
	Entertained	Oversaw	Volunteered
	Established	Participated	Wrote

THE 4 RESUME GATEKEEPERS

SEND RESUME

APPLICANT
TRACKING
SYSTEMS

RESUME
SCANNER
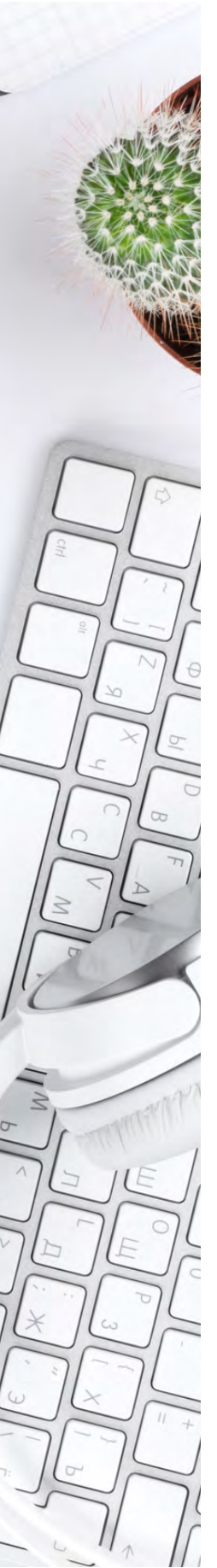
SENIOR-LEVEL
RECRUITER

HIRING
MANAGER

NEXT SESSION: BE PREPARED TO INTERVIEW

CLICK IMAGE TO PLAY VIDEO OF WHAT NOT TO SAY DURING AN INTERVIEWS

Job Search & Resume Writing:
Post-Session: Finish Your Resume

Now it's time to finish your resume. Think about the the elements that we discussed in our session about what makes a great resume. Be sure to proofread your resume and have a friend or family member give it a second look.

BONUS INFO: If you really want to change the game, do a little research on how to write a cover letter. Cover letters are not always required, but when they are you'll be happy to have that skill.

Check out some additional career advice for high school students from Indeed.com.

- https://www.indeed.com/career-advice/resumes-cover-letters/high-school-resume-template

- https://www.indeed.com/career-advice/resumes-cover-letters/best-resume-skills

Successful Interviewing:
Pre-Session: My S.T.A.R. Stories

Asking behavioral interview questions is one of the most common ways hiring managers determine whether or not you're a good fit for a company or a a particular job. They give you a scenario about a past or future event as ask you how you have or world respond to the situation. They want to get a good idea of your behaviors and how naturally you respond to the questions. Most behavioral questions start with "Tell me a time when you...", "What do you do when...",. "Describe a time when...", "Give me an example of...", or "Have you ever...".

One of the best ways to respond to behavioral interview questions is by sharing S.T.A.R. Stories. With the S.T.A.R. Method, you answer the question by describing a **S**ituation, **T**ask, **A**ction, and **R**esult. The goal is to chose a story that best shows your character, creativity, talents, communication, and problem solving skills. **Learn more:** Method: https://www.themuse.com/advice/star-interview-method

S	**T**	**A**	**R**
Situation: Set the scene and give the necessary details of your example.	Task: Describe what your responsibility was in that situation.	Action: Explain exactly what steps you took to address the situation.	Result: Share what outcomes your actions achieved.

Practice creating your S.T.A.R. stories by answering the two questions below:

Describe a time when you had to make a difficult decision.

Tell me about a time when you had to develop a new skill.