

Resume & References

Notes & Tips

WORD OF WARNING:

- In terms of job-specific documents (*resumes, cover letters*) a lot **depends on the job!**
 - Functional vs. Chronological
 - Formatted vs. Text-based
 - Cover Letter or Not?
- **However**...for the purpose of this unit...we will ALL be practicing how to write a ***Formatted, Chronological Resume*** with a ***Cover Letter***.
- **Later...**you can adjust your documents for the “real” job market! (*do research for what you need to get YOUR specific job!*)

What is a Resume?

- A marketing tool – a way to sell your best, personal, professional, and educational accomplishments to potential employers.
- Well organized, **one page**, word-processed, presentation of information that summarizes your experiences.
- Will help you collect, organize, and update information needed to apply for a job or to gain admission to college.

Resumes Continued...

Hiring staff will typically scan your resume for about 10-15 seconds, to see if you meet the requirements and qualifications. An effective resume should make an employer say...

“I want to interview you!”

What to Include in Your Resume...

- Heading
- Objective
- Education
- Relevant Coursework
- Skills/Qualifications
- Experience – Volunteer, Internship, Work, Paid, Un-paid, Babysitting, Yard work, etc.
- Activities
- Awards/Achievements (Optional)

Resume Tips...

- Never use I, ME or MY
- Have “White Space”
- Spell and Grammar Check
- Always have someone else review your resume
- Always type your resume
- One page only (2 or more when you have more experience)
- Use **POWER WORDS!!!**

REFERENCES

- Separate page, same heading
- Titled “References”
- Should have **3 – 5** references
 - They should be able to speak to your work ethic from an objective perspective (no family members or co-workers)
- Should always ask your references before you list them on your reference page.
 - When leaving a job, get the contact info for a reference before your leave
- Include reference's:
 - Name, Job Title, Place of Employment, Phone Number, Address (work addresses are ok!) & Email (if available)

Action Verbs (handout)

Where does the action verb occur?

Work Experience

○ Sales Associate, The Retail Store

June 20XX– Present

- **Maintain** and **restock** inventory.
- **Provide** customer service.
- **Responsible** for **training** incoming associates in operating cash register system due to track record of excellence.

○ Child Care

20XX - Present

- **Provide** childcare for half a dozen families after school, weekends, and during school vacations.
- **Develop** and **implement** fun and educational activities for all children, ranging from ages 1 year to 8 years.

Volunteer Experience

○ Run for Life

- **Assisted** in marketing (via social media), setting up booths, running registration, and cleaning up for bi-annual race

*Tutor, **Student Tutors at Washington**, Southampton, PA*
January 20XX-present

- Instructed elementary school students on how to apply mathematic and scientific concepts to their homework assignments
- Coordinated a weekend trip to the zoo each season and designed a packet of math and science questions related to the animals and exhibits children encountered there
- Advised, encouraged and assisted students with studies and adjusting to different grade levels, helping increase grade average by one full letter grade

*Volunteer, **Soup Kitchen**, Tuscaloosa, AL*
Fall 20XX - present

- Served meals to over 100 individuals each week
- Created and implemented a brown-bag lunch program collecting donations to pack bags of food for individuals to take home with them

*Volunteer, **John Smith Campaign for House of Representatives***
Summer 20XX

- Made over 1000 phone calls to local residents and businesses to inform them about Smith's positions on issues
- Helped organize and publicize a voter registration day at Hillcrest High School for the start of the school year

○ Other Experience

- Lead role in *The Music Man*, Spring 20XX
- Named MVP after leading soccer team to state finals victory in 20XX fall season

Who Makes a Good Reference?

Suggestions below

- Bosses
- Supervisors
- Co-Workers
- People you have supervised
- People you have trained
- Customers
- Politicians
- Doctors
- Scout leaders
- Business owners/managers
- Teachers
- Coaches
- Instructors of special courses (CPR, Karate, etc.)
- Guidance counselors
- Principals
- Club advisers
- Personal: long time acquaintances who are not related to you

Tips for getting effective references:

- Choose people who know your strengths and abilities and who will say positive things about you.
- Always make sure you ask permission before you list someone as a reference for any position.
- Make sure you keep a record of the full name, title, organization name, and contact information of each reference.