**Agenda**

* Introduction
* Resume Overview
* Create Your Resume
* Resume Discussion
* Action Planning

Session 10 -- Presentation Thumbnails

**WISE Pathways**

Women in Sustainable Employment

Building awareness of careers in construction,

energy & utilities, public safety, and manufacturing foor women.

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**Introduction**

Learning Objectives:

Identify content to include for work experience and skills

* Locate sources of information for content of resumes Understand the difference between types of resumes Select the best type for a given set of work experiences Prepare and print a resume

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**What Should You Include?**

* Reflect how your past experiences are related to your desired career or the job you are applying for
* List your strongest suit (or information most relevant to the specific job opportunity) first
* Include search terms relevant to the company or job posting

**What is a Resume?**

* A resume describes where you have been, what you have done, and where you are currently directing your career
* The quickest way for a potential employer to get a picture of your qualifications
* Give you the opportunity to select only your strongest qualifications and skills

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**Types of Resumes**

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**Chronological**

* Works well for Job see ke rs with a strong, solid work history

**Functional**

* **Often used by people who are changing careers or who have gaps In their**

employment history

**Combination**

* Allows you to highlight the relevant skills you have and also provide the

**chronological work history employers prefer**

**Targeted**

Customized so that it specifically highlights the experience and skills you have that are relevant to the Job you are applying for

**Developing Your Resume**

Take time to consider the following:

What did I do well during my last job? What did I enjoy doing at my last job?

Have I received any training specific to the Job I am seeking to attain?

What do I believe is the best skill I can bring to a company? What do I want out of my next job?

**Developing Your Resume**

Consider the skills you can bring to an employer

* **Job Content Skills**
	+ Directly related to a specific job
* **Transferable Skills**
	+ Skills that can be used across a var iety of positions
	+ Many skills you use at home can be translated into a job duty
* **Soft Skills**

Skills that are reflective of your personal qualities and characteristics

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**Developing Your Resume**

Additional Components

* Career History
* Educational History
* Special Skills
* Community lnvolvement/Volunteerism

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**Make Your Resume Stand Out**

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* Include a cover letter
* Include soft-skills and how you are "ready to **work"**
* Emphasize action verbs
* Include specific language from the job description and match your experience to those job needs
* Review other resumes / Compare your resume

9/13/2015

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**Resume "Must-Have" List**

* Clean and Error Free
* Formatted Consistently
* Concise and Easy to Read
* Correct Grammar

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**Resume Examples**



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