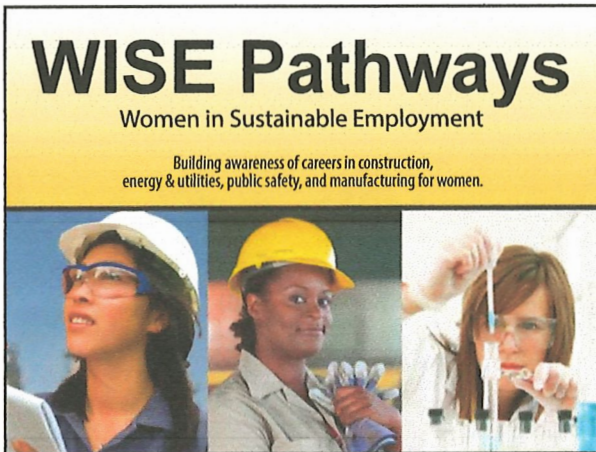


# Session 10 -- Presentation Thumbnails



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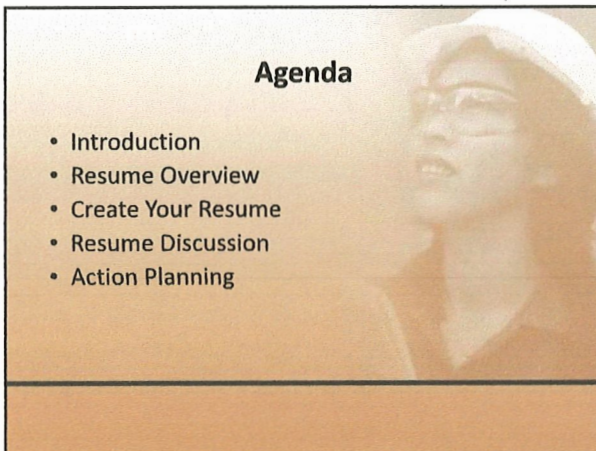
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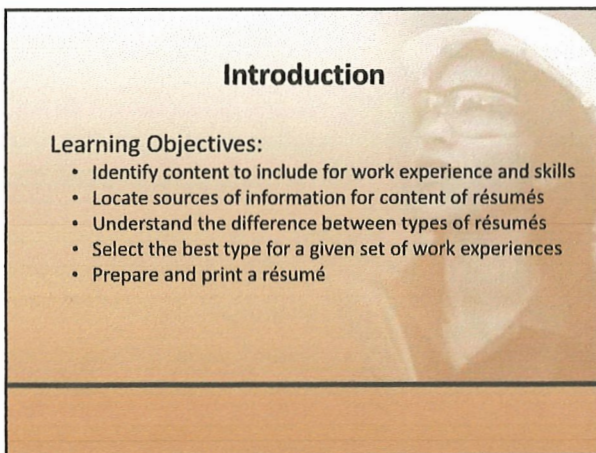
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### What is a Resume?

- 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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### 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

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### Types of Resumes

- **Chronological**
  - Works well for job seekers 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

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### 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?

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### 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 variety 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 Involvement/Volunteerism

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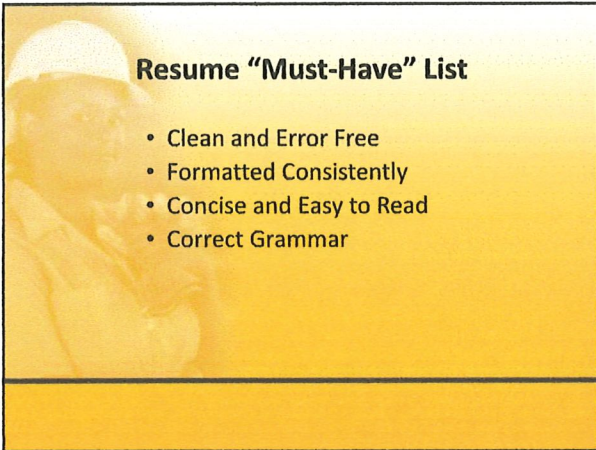
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### Resume "Must-Have" List

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

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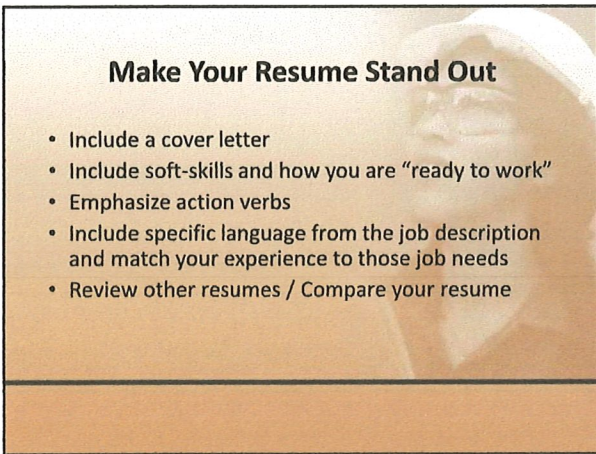
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### Make Your Resume Stand Out

- 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

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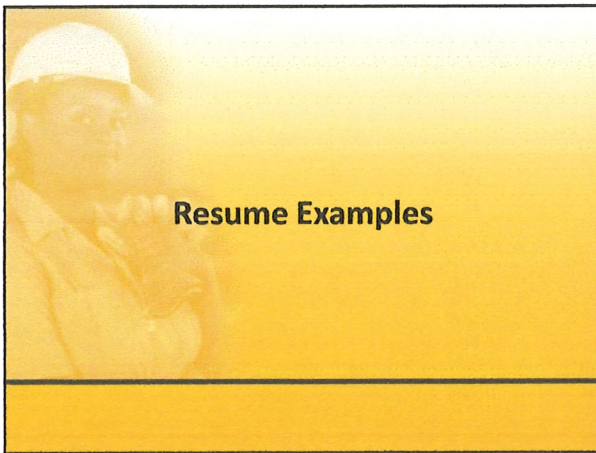
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### Resume Examples

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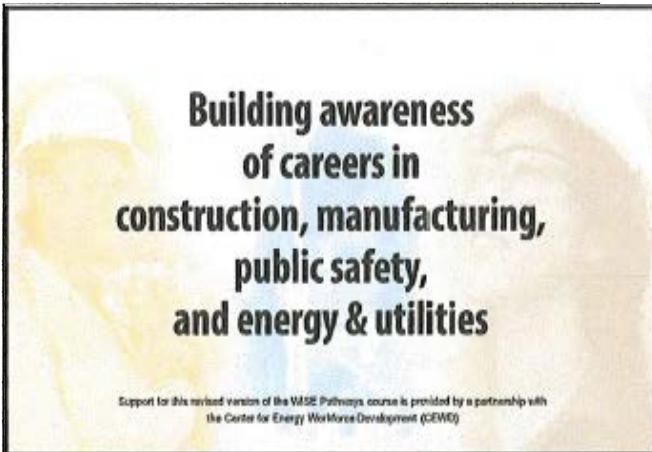
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