WISE Pathways Session 14 Alternate Presentation Slide Images: Resume Feedback, Cover Letter and Job Application Process

Resume Writing Overview

Identify specific information to include work experience and skills.

Identify the best type of resume for a particular job.

Present the purpose and structure of a cover letter.

Provide tips to successfully fill out a job application, on paper or online.

Review: What is a Resume?

A resume describes where you have been, what you have done, and where you are currently directing your career.

A resume is the quickest way for a potential employer to get a picture of your qualifications.

A resume gives you the opportunity to select only your strongest qualifications and skills.

Review: What should You include in a Resume?

Relevant Past Work Experience   Talents and Strengths   Specific Terms

Click on the images to read about why these things are important in a resume.

Here is what you see when you click on the "Relevant Past Work Experience" Image above:

Past Work Experience

Unlike job applications that want all of your work history, you may want to conside including only:

-15 years (or less) of your work experiences or jobs.

-Only your job experiences that would help you stand out from other job candidates.

-Any student or learning experiences that show your skills.

Here is what you see when you click on the "Talents and Strengths" Image:

Talents or Skills? Show You Have What it Takes to Succeed.

When building a resume, it is important to include specific skills and talents. What kind should you include?

HARD SKILLS = Technical skills and abilities needed to do a job.

SOFT SKILLS = Personal qualities and attributes you have that help you be successful in the workplace.

Here is what you see when you click on the "Specific Terms" Image:

Specific Terms

Your resume should tell a story about the actions, skills and knowledge you have. To show these off in a resume use words that are:

Action Driven

Specific to the Job Position

Key Skills in the Job You are Applying for.

Best Resume Types for Jobs

Chronological: Lists Job History in Order.
Good for job seekers with a strong, solid work history.

Best Resume Types for Jobs

Functional: Focuses on Job Applicant's Skills and Abilities.
Often used by people who are changing careers or have gaps in their employment history.

Best Resume Types for Jobs

Combination: A mix of Chronlogical and Functional resume types.
ed to to highlight your relevant skills and provide the chronological work history employers prefer.

Targeted: Focuses on Applicant's Qualities and Skills that are Relevant to a Specific Job.
Good for people who have the experience and skills that are ideal for the advertised job.

Job Application: What Do I Include?

Unlike a resume, job applications want all of your work history, job description and skills you may have. Each job application is different but all job applications will want:

1. Your name, address and basic demographic information.
2. Your education history.
3. Name, address and phone numbers of the previous companies you worked for.
4. The job title of your previous position where you have worked.
5. The start and end dates of your employment with the company.
6. Your signature and date.
7. Names and information of references.

Job Application: What Might I be Asked?

Job Applications may also ask additional questions like:

1. Your previous supervisors' names.
2. Job description.
3. Starting and ending wage earned.
4. Certifications, skills or other information that you may wish to tell them.

Emphasize Your Talents and Skills

It is really important to include specific skills and talents on a job application as well as your resume. What kind should you include?

HARD SKILLS = Technical skills and abilities needed to do the job you are applying for.

SOFT SKILLS = Personal qualities and attributes you have that help you be successful in the workplace.

Next, view the you tube video on the next slide—the URL is in the caption at the top—or view another video on completing a job application that you have chosen:

Tips to Successfully Complete a Job Application
"How to Complete a Job Application." YouTube, YouTube, 20 Feb. 2017, www.youtube.com/watch?v=f2GMEIlo5CY.

Tip on How to Effectively Complete a Job Application

Applying in Person

Dress appropriately. Remember, first impressions are key to your future employers!

Bring your resume for reference.

Print your information neatly and clearly on the job application.

Do not leave anything blank but instead write 'Not Applicable' or 'None' when the question or information does not apply to you.

Proofread your application.

Return it to a manager or supervisor.

Be prepared for an on-the-spot interview

Completing a Job Application Online

Read the instructions completely before submitting your application. Type your information carefully and be sure to use correct spelling and grammar.
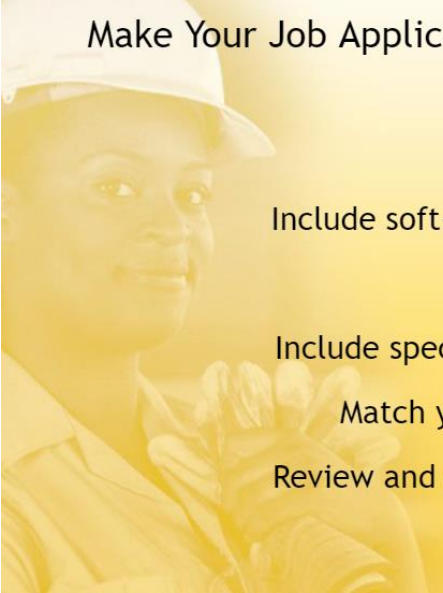
Use your resume as a reference for needed information or wording. If needed, attach an electronic copy of your resume and cover letter with your job application.

Do not leave anything blank but instead type 'Not Applicable' or 'None' when the question or information does not apply to you.

Keep track of your login information, submission date, and location where you applied.

Next, show videos you found online on how to prepare a good cover letter and why a cover letter is important.

Last slide (after cover letter videos shown):

Make Your Job Application, Resume and Cover Letter Stand Out

Include soft-skills and how you are "ready to work"

Emphasize action verbs

Include specific language from the job description

Match your experience to those job needs

Review and compare other resumes to your resume

Effective Access Planning Tool developed by the California State University. SkillsCommons is committed to supporting the progressive standard set by Section 508 of the Rehabilitation Act of 1973.