

WISE Pathways

Women in Sustainable Employment

Building awareness of careers in construction, energy & utilities, public safety, and manufacturing for women.



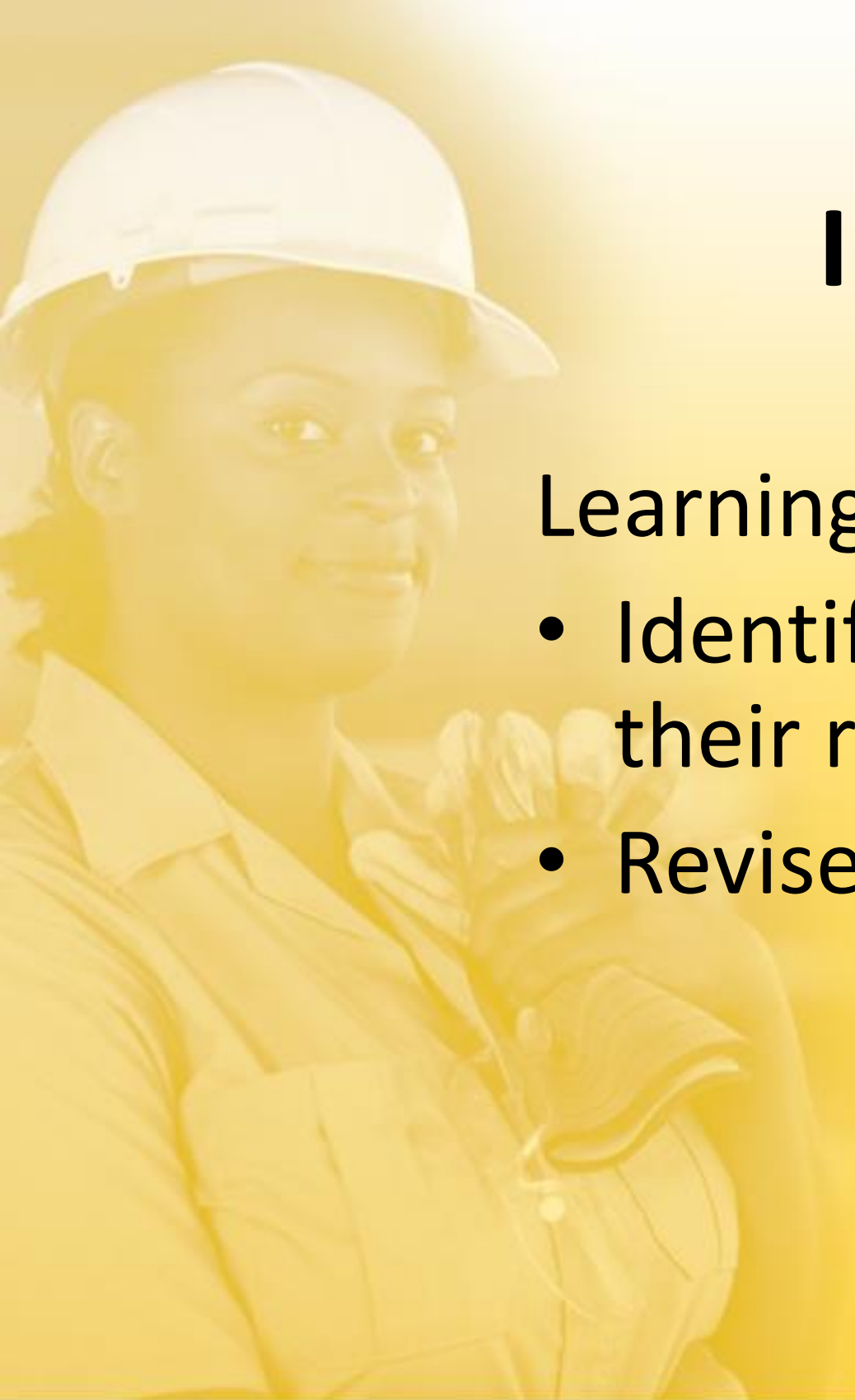


The Resume Feedback Session

Agenda

- Introduction
- Meet with Coaches
- Update Resumes
- Final Resume Review
- Action Planning





Introduction

Learning Objectives:

- Identify strengths and weaknesses of their resumes
- Revise resume based on feedback

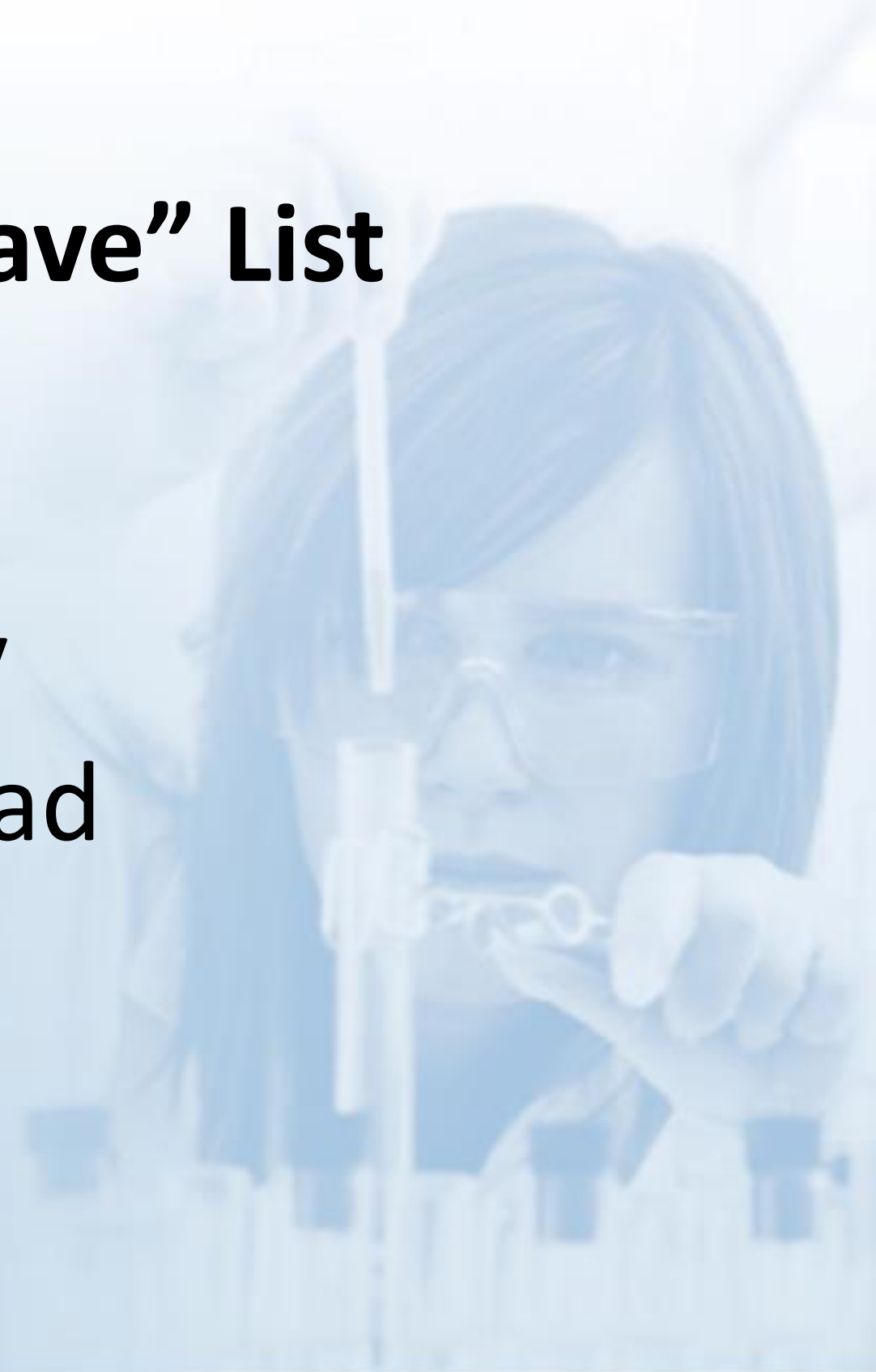
Types of Resumes

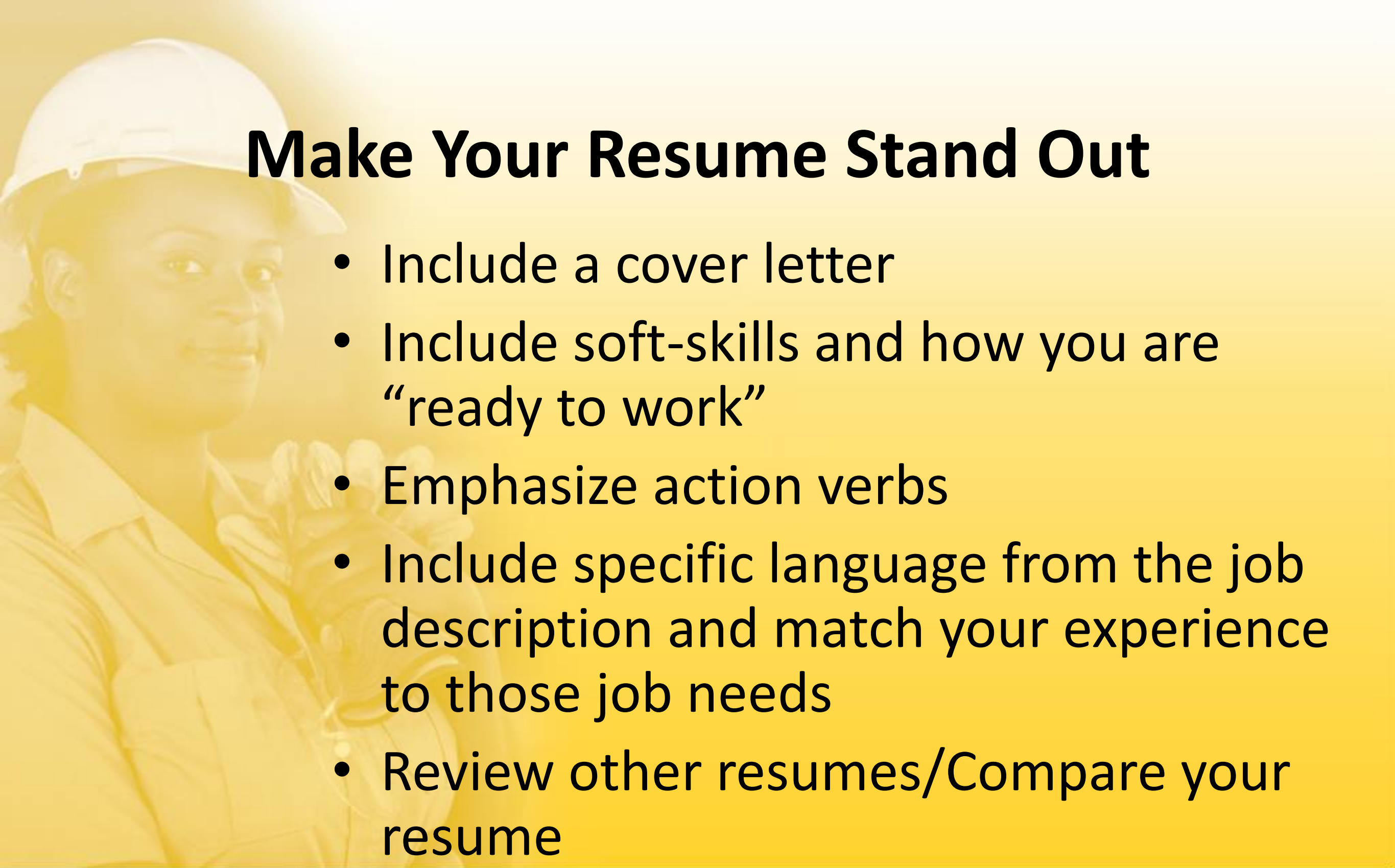


- **Chronological**
 - Works well for job seekers with a strong, solid work history
- **Functional**
 - Often used by people who are changing careers or who have gaps in their employment history
- **Combination**
 - Allows you to highlight the relevant skills you have and also provide the chronological 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

Resume “Must-Have” List

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





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



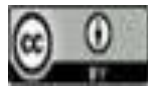
Building awareness of careers in construction, manufacturing, public safety, and energy & utilities

Support for this revised version of the WISE Pathways course is provided by a partnership with the Center for Energy Workforce Development (CEWD)

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