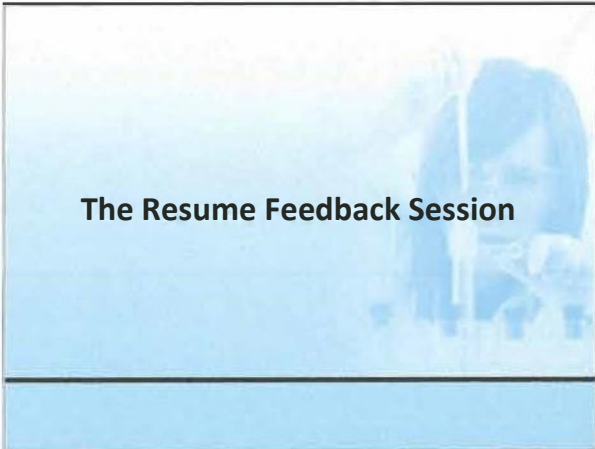# Session 14--Presentation Thumbnails

WISE Pathways

Women in Sustainable Employment

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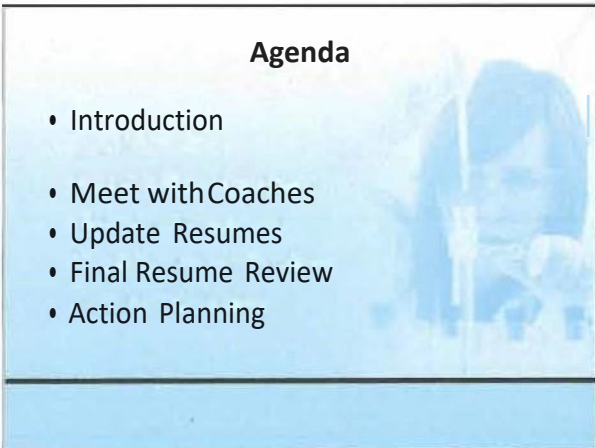
The Resume Feedback Session

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

&.tpPCf111:it'n:Srlh<Hd vtrl\on otlhe VlISEPaft-, 0)l.QO ls proi.ded,b)' ap,arttWIVipW:ltt
IN Cenler lor EntJOY vvv<><> Devsq:n'Mli (CEY/0)

If you are having challenges using the SkillsCommons.org materials, please contact us at support@skillscommons.org and we will work with you to resolve the accessibility challenges and/or provide an equally effective alternative access using the Equally 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.