VICTORY HIGH SCHOOL RESUME AND COVER LETTER POWERPOINT

Your resume is a sales ad for You.



Employers scan resumes quickly, spending less than 30 seconds to decide whether to read further.



Writing an attractive resume which advertises your qualifications is your ticket to a job interview.



Your resume is a sales ad and your first introduction to potential employees.



Don't be modest; this is your opportunity to "show off" and grab your potential employer's attention.



Getting Started



Pretend for a moment that you are the person doing the hiring. What skills and abilities are the employer looking for? What attributes should the perfect candidates possess?



Write the resume for the employer, not yourself.



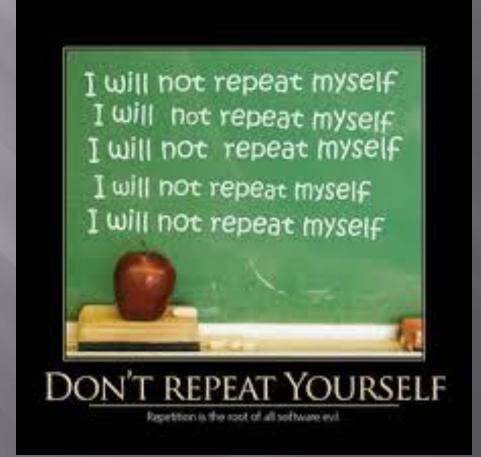
Write a list of your skills, abilities, and accomplishments, and then assess then for relevance to this position. If it fits, include it; if not, reword the info or leave it off!



Resume Blunders



Do not use excessive or meaningless words; repeating information



Do not focus on past experience or skills that are not relevant to potential employers.



irrelevant

Don't add irrelevant personal information such as your birth date.



Don't list hobbies, unless they pertain specifically to job qualifications.



Don't make a "one size fits all" resume that is non-specific to the targeted job.

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Don't just state" references available on request". If you have references, attach them now to the resume!

References for Janet Dolan

John Killeny Human Resources Director Alston Industries 52 Milton Street Alston, MA 12435

Janet Smithley Manager McGregor Company 1001 Route 20, Suite 210 Arlington, CA 55112

Samantha Greening Marketing Director Samson Enterprises 108 Fifth Avenue New York, NY 11111

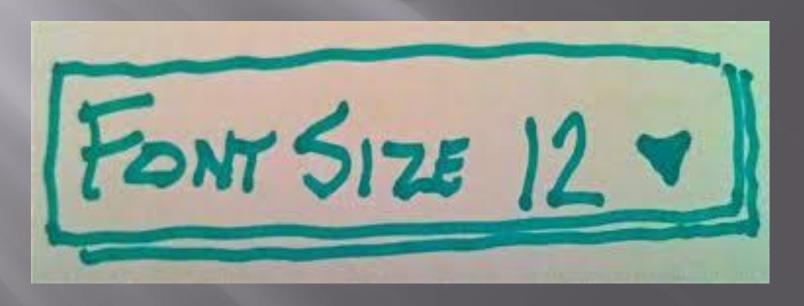
The Good Resume



Your resume should be visually pleasing; easy to read; plenty of white space.

space isyour FRIEND.

Font should be Times New Roman or Arial. Font size should be 12 points with a ¾ margin.



Add visual impact with bullets, lines, etc. but keep design simple and clean.



Print on high quality white or off-white paper on a laser printer, and use matching presentation envelopes.



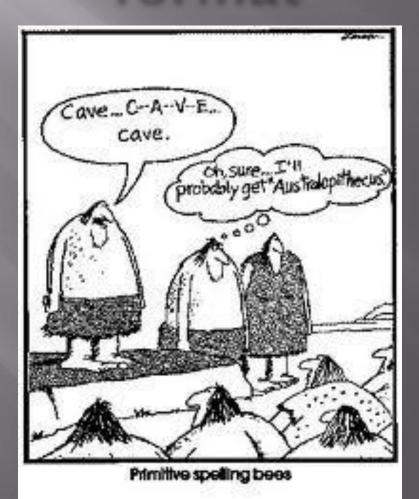
What Experience do you list?

- If you never have had a paid job, list unpaid/volunteer work
 - Babysitting
 - Car Repair
 - Household Chores
 - Any other responsibilities that have been unpaid and could relate to this position.

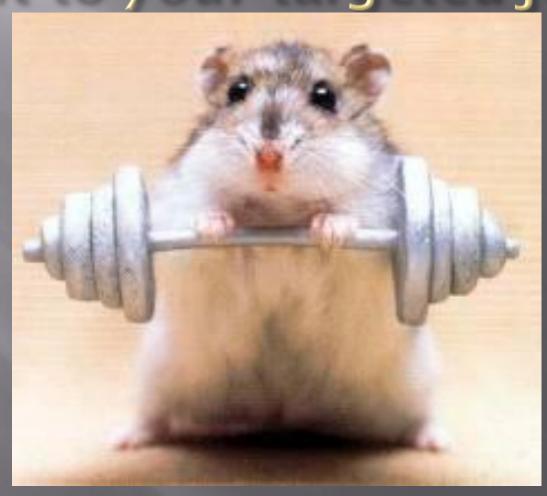
Writing Tips



No error-spelling, grammar, punctuation,; use consistent format



Focus on your strengths, relevant to your targeted job



Begin sentences with powerful action verbs, avoid us of "I".

Management

achieved analyzed coordinated directed executed implemented organized planned reported supervised

Communication

arbitrated counseled edited formulated moderated megotiated persuaded promoted publicized wrote

Research

collected critiqued diagnosed evaluated examined investigated researched reviewed summarized systematized

Technical

analyzed calculated computed designed engineered inspected operated programmed repaired upgraded

Financial

aflocated analyzed appraised audited balanced budgeted calculated calculated estimated forecasted projected

Creative

composed conceived conceptualized created designed developed established formed illustrated produced

Teaching

adapted advised encouraged explained facilitated instructed lectured persuaded stimulated trained

Helping

sided assisted coordinated demonstrated diagnosed encouraged facilitated helped maintained supported

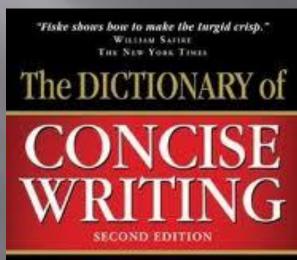
Use keyword phases of the profession or from the job description

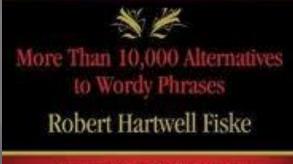


Use bullet points



Use concise language, making every word count





Foreword by Richard Lederer

Resume should be one page long for the majority of job seekers.

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Customize your resume for your targeted job

