

VICTORY HIGH SCHOOL  
RESUME AND COVER  
LETTER POWERPOINT

Your resume is a sales ad for  
You.



**WHO'S AWESOME?**

Your Awesome

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.

EXPECT MORE. PAY LESS.

SAVE OVER 100%  
**\$246**

**\$13** 4-DISC SET  
A 4-DISC SET WITH 4 DVD  
AND 4 DVD-9 DISCS  
\$13 EACH

**our lowest prices ever!**

**WE'RE OPEN 5 AM FRIDAY!**

**\$88**

The advertisement features a large red bullseye logo in the top left. A television set is the central focus, displaying a white dog wearing goggles in a snowy winter scene. To the left of the TV are two DVD cases. A red circular badge with white text is positioned to the right of the TV. At the bottom, there are partial views of a red and silver vacuum cleaner and a green gift tag on a red object.

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 them 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



**DON'T REPEAT YOURSELF**

Repetition is the root of all software evil.

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 .



**TOO MUCH INFORMATION**

Yeah... We didn't need to know that.

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.





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

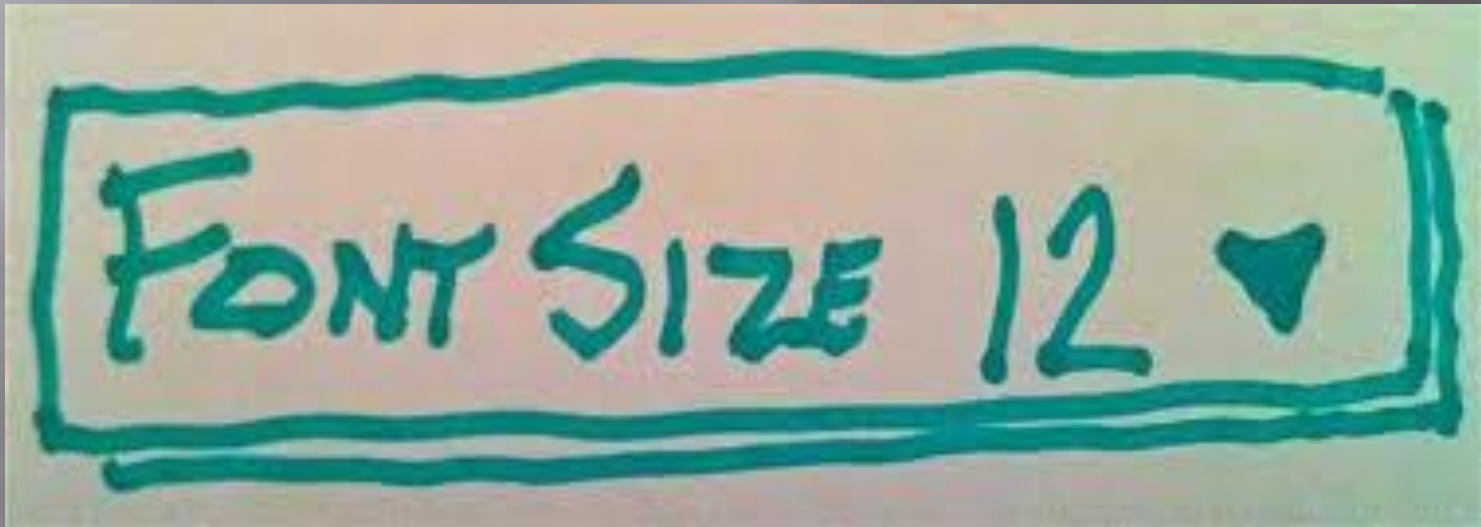
# The Good Resume



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

White  
**space**  
is your  
**FRIEND.**

Font should be Times New Roman or Arial. Font size should be 12 points with a  $\frac{3}{4}$  margin.



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



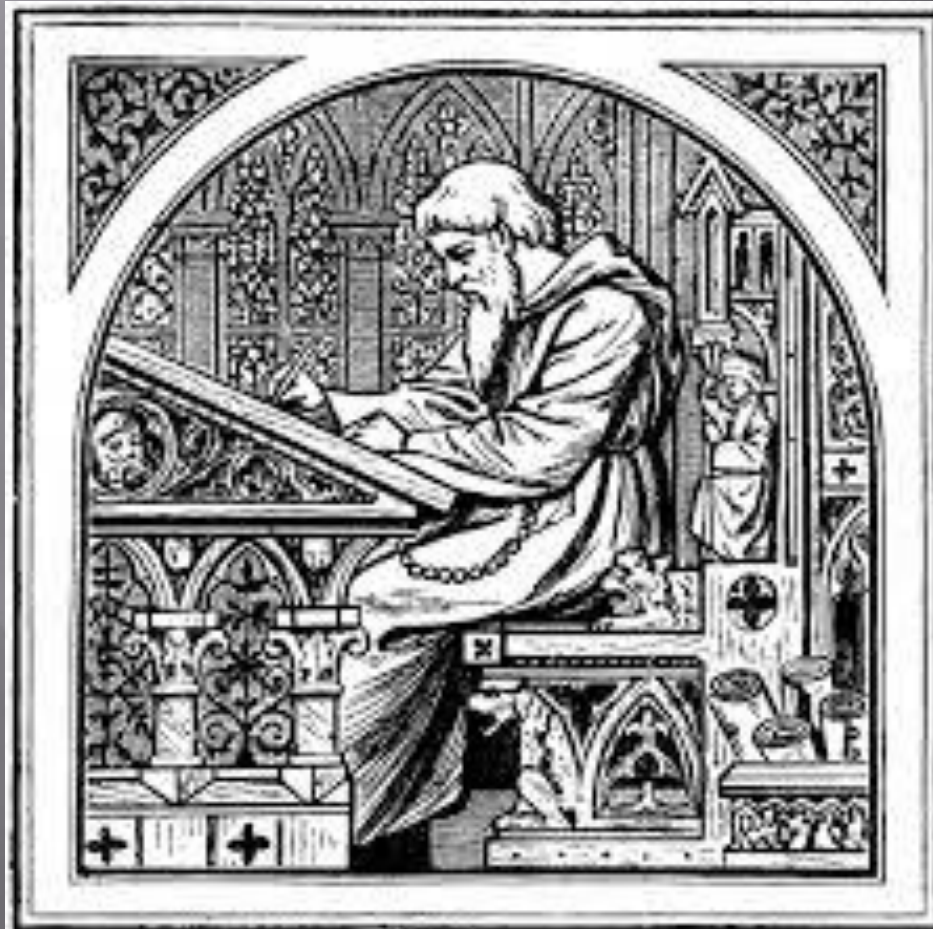
Print on high quality white or off-white paper on a laser printer, and use matching presentation envelopes.



# 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



Primitive spelling bees

Focus on your strengths ,  
relevant to your targeted job



# Begin sentences with powerful action verbs, avoid us of “I”.

<b>Management</b> achieved analyzed coordinated directed executed implemented organized planned reported supervised	<b>Communication</b> arbitrated counseled edited formulated moderated negotiated persuaded promoted publicized wrote	<b>Research</b> collected critiqued diagnosed evaluated examined investigated researched reviewed summarized systematized	<b>Technical</b> analyzed calculated computed designed engineered inspected operated programmed repaired upgraded
<b>Financial</b> allocated analyzed appraised audited balanced budgeted calculated estimated forecasted projected	<b>Creative</b> composed conceived conceptualized created designed developed established formed illustrated produced	<b>Teaching</b> adapted advised encouraged explained facilitated instructed lectured persuaded stimulated trained	<b>Helping</b> aided assisted coordinated demonstrated diagnosed encouraged facilitated helped maintained supported

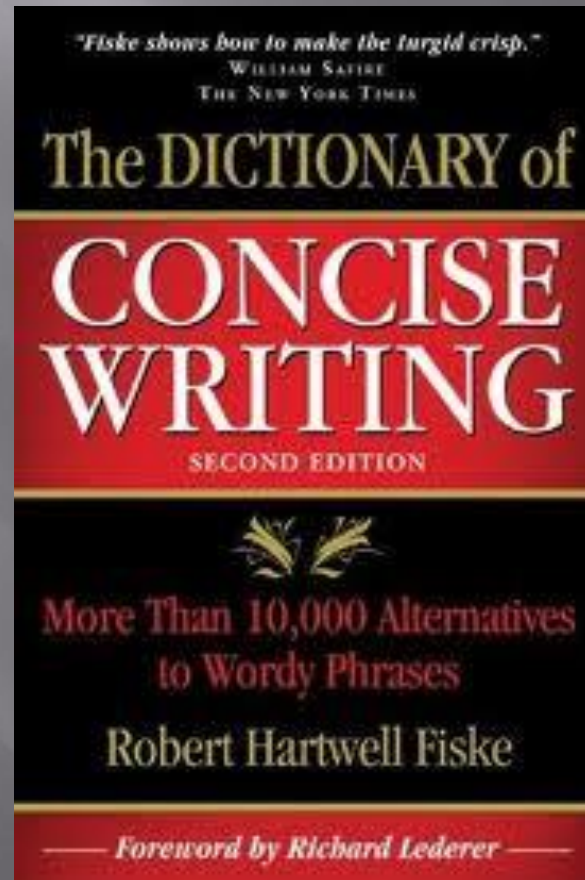
Use keyword phrases of the profession or from the job description



# Use bullet points



Use concise language ,  
making every word count



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



Customize your resume for  
your targeted job

