

Resume Builder Workshop April 6, 2010 Session I -- Job Seeker Preparation Requirements

If you have a laptop computer, bring it to each session. If you do not have a laptop, bring a folder or notepad and writing utensils to be able to document detailed information. Gather all pertinent documents, i.e., letters of recommendation, recognition, referrals, individual and group awards, etc. This is also a good exercise in developing your career portfolio. Bring this with you to each session. You will be preparing your own resume with coaching. Do the following BEFORE Session I:

Document Your Skills, Abilities and Talents/ Choose an Objective/Learn the Requirements of the Job

1. If you haven't already done so, a good way to determine your personality type is to take the Myers-Briggs Personality Inventory "clone" can be found at www.humanmetrics.com. Just click on Jungian Typology Test, and then "Do It." Write down the profile it describes for you.
2. Answer these questions and write down the answers:
 - a. What did a boss consistently count on you for?
 - b. What trait(s) do you have that would be good for training someone else?
 - c. If there was a training manual prepared demonstrating your top work habits and skills, what would it say?
 - d. When and what did you ever do that was above and beyond your job description?
 - e. What is it you do so well that it would be easy to teach someone else? What would be the key element of explaining to someone how to be a pro at that task?
 - f. If a co-worker bragged about what would they say? What would a friend say? What would you say if you were comfortable to brag about a skill?
 - g. What courageous (or risky) thing(s) have you done that you are proud of?
 - h. What creative things have you done that gave you a sense of satisfaction? Have you designed, built, made, or repaired anything of noteworthiness to you or others?
 - i. What praise, awards or acknowledgements have you received from an employer (includes volunteer work) or customer (verbally or written).
 - j. Name about ten qualities or characteristics of other people you admire or respect.
 - k. Think of tasks you have been involved with that were so interesting that you lost track of time. What skills were you applying? Could those skills be used in a job you are seeking?
 - l. Have you ever solved a problem that others stumped but you were able to do something that improved the situation or solved the problem?
 - m. If you had to leave your job for a while (personal matters to address or extended field work) what would your co-workers miss about you? What would be harder for them to accomplish without you?
 - n. Which of the qualities you named in item "j" are true about you? For each that describes you, write down what it is that you do that would give people the impression that you have that quality?
3. Make a list of the jobs or positions you would like to apply for.
 - a. Include jobs that use the skills, abilities and talents you thought through and documented in 2 above.
 - b. Some thoughts; Production Mgr or asst., waiter, customer service, writer/editor, sales rep., consultant, assembler/machine worker, account exec., design, computer operations/software programmer, artist, education, research, logistics, maintenance, security, nurse, banking, accountant, marketing, etc. Be as specific as possible.
4. Find out the skills, education and experience needed to do the job you choose.
 - a. Do informational interviewing. Talk to others in the field, research the web, read job descriptions, read the classified ads for similar jobs. Document your research.