

Resume Builder Workshop April 13, 2010 Session II -- 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. Along with the documentation you prepared for Session I, bring all pertinent documents, i.e., letters of recommendation, recognition, referrals, individual and group awards, etc. This effort will help you in developing your career portfolio. Bring this with you to each session. You will continue the preparation of your own resume with coaching. Do the following BEFORE Session II:

Identify and Align all that was Documented in the Session I to the Job Objective

1. Review your skills and abilities you documented during Session I
 - a. Select the most relevant to your job objective and list them below the job objective
 - i. Some examples:
 1. Director, Manager, Deputy, for profit or non-profit
 - a. Program/operations management/business development
 - b. Budgeting/financial management /fund raising
 - c. Organizational development/personnel mgt
 2. Health care
 - a. Clinical/Research work
 - b. Nutrition/health management
 - c. Program development /Public relations
 3. Retail - Logistics - Contracts
 - a. Buying, selling, negotiating
 - b. Needs assessment
 - c. Warehousing, distribution
 4. Software
 - a. Special certifications
 - b. Programming/development/operations
 5. Manufacturing
 - a. Assembly work
 - b. Machine operation
 - c. Special certifications
2. Identify, align and document the achievements you had within those skills and abilities. Do not worry about wording at this point.
 - a. What was the PROBLEM-what ACTION did you take- what were the RESULTS?
 - b. Were you asked to take on more responsibility? Were you awarded a promotion? Did you earn a bonus? Did you get good feedback on a performance evaluation? Were you praised by customers, co-workers, people you work with at other agencies or companies, competitors?
 - c. If someone was to doing a job you had what would they be doing/not doing if they failed? What should they do to succeed? Did you do these things?
 - d. Try not to get caught up in job descriptions. Ask yourself, "so what?"
 - i. i.e., you "reorganized the filing system and information flow." Better: Reorganized the filing system and information flow resulting in substantially better efficiency for the company
 - ii. i.e., "advised supermarket customers on alternatives to name-brand items" Better: Increased customer satisfaction and product sales by advising customers of alternatives to name-brand items.

3. Word identification, structure and composition -- write the "one-liners"
 - a. Put **action** words (examples below) at or near the beginning, end with a **result**
 - b. When possible, address and describe provable, successful results. Examples:
 - i. Increased monthly sales from \$10,000 to \$12,000,
 - ii. Exceeded quotas and greatly increased sales in company's largest territory
 - iii. Inventoried, reordered and maintained successful marketing display
4. List work history, most recent first, then your earlier jobs
 - a. Enter the dates of employment, job titles and employer. If work was temporary and through temp agency, list them as employer, with job title(s) worked
 - b. What to include: **1.** All jobs, however short-term, if you are young or have limited job experience. **2.** All jobs that show experience related to your current job objective. **3.** All jobs that may not relate to your current objective but demonstrate stability. **4** Unpaid work if it helps to prove your skills and experience, or it fills a gap
 - c. What to leave out: **1.** Jobs that were brief unless they are needed to show how you developed your skills or fill in a limited work history. **2.** Unrelated/insignificant jobs
5. List education and training with an emphasis on its relevance to you job goal
 - a. **Degrees/certificates/apprenticeships/workshops/seminars/college or tech school classes/internships/hobbies directly related to skills, i.e., web building, photography**
6. Review and consider the types of resume formats

EXAMPLE ACTION WORDS

- | | | |
|----------------|---------------|---------------|
| • achieved | • drafted | • originated |
| • acquired | • edited | • oversaw |
| • adapted | • eliminated | • performed |
| • addressed | • enforced | • planned |
| • administered | • established | • prevented |
| • analyzed | • evaluated | • produced |
| • anticipated | • expanded | • programmed |
| • assembled | • explained | • promoted |
| • assisted | • forecasted | • provided |
| • audited | • formed | • publicized |
| • budgeted | • founded | • published |
| • calculated | • generated | • recruited |
| • centralized | • guided | • reorganized |
| • changed | • hired | • reported |
| • collaborated | • implemented | • researched |
| • composed | • improved | • resolved |
| • condensed | • informed | • reviewed |
| • conducted | • insured | • selected |
| • constructed | • interpreted | • separated |
| • contracted | • interviewed | • set up |
| • converted | • launched | • simplified |
| • coordinated | • maintained | • solved |
| • created | • managed | • surveyed |
| • cultivated | • marketed | • staffed |
| • demonstrated | • minimized | • supervise |
| • designed | • motivated | • taught |
| • developed | • negotiated | • tested |
| • devised | • obtained | • trained |
| • discovered | • operated | • used |
| • doubled | • organized | |