

**Before we get started, Lets have a
quick review!**



What are interests?

- Interests are subjects or activities that you like.
- They could be music, sports, or computers, etc.



What are skills?

- Skills are what you can do.
- Some skills you may have are drive a car, make change, care for an animal.



What are Transferable skills?

- Transferable skills are skills you can use in many different situations and activities.
- Some examples are writing, getting along with people, organizing, and making good decisions.



Lets review

- **What is work?**

Any activity that is useful

- **What are interests?**

Subjects or activities that you like

- **What are skills?**

What you can do

- **What are transferable skills?**

Skills that you can use in many different situations and activities

The background is a dark chalkboard with various white chalk sketches. In the top left, there's a large 'V' and a globe. Below the globe is a microscope. In the bottom left, there's a stack of books. In the bottom center, there's an open book with some writing. In the bottom right, there are mathematical symbols like a percentage sign, an equals sign, and a less-than sign.

Writing Your Resume'

West Branch High School Career Based Intervention

What is a Resume'?

A resume' is a summary of your skills and qualifications.
It tells:

- Your education
- Your skills
- Your work experiences
- Everything you have to offer a potential employer

Skills Resume'

A skills resume lists your achievements by type of skill.

Skills resumes are sometimes called “Functional Resumes”.

Skills Resume'

This is the most common format. Skills Resume's also have five parts.

1. Heading (Personal Information)
2. Job Objective (Career Goals)
3. Work Experience (Skills Summary)
4. Education
5. References (3)

Skills Resume'

When writing a Skills Resume start your resume by listing what you do well. Strongest skills first.

Group your skills into categories.

- Attention to detail
- Dependability
- Responsibility
- Initiative
- Communication Skills
- Problem-Solving Skills
- Sales Skills
- Customer Service Skills
- Computer Skills
- Management Skills

Example of a Skill

Create bullet points and list three or four points for each skills

- Start each bullet with an action verb
- Make sure you use past tense for what you did in the past and present tense for what you are doing now.

Attention to
detail

- Managed computerized records for four attorneys.
- Spent 100 hours preparing legal brief for Law Honors Project
- Wrote and distributed over 50 phone messages per day at law firm.

Work Experience and Education

- List your work and experience at the bottom of the Skills Resume'
- Keep it short
- List dates of each job, the name and place of each employer, and your title.
- List the dates of each school and the name and place of the school.
- List your diploma or degree.

Melissa Cantos

Job Objective	Full-time administrative assistant position in law office.
Communication Skills	<ul style="list-style-type: none">• Handle client correspondence in English and Spanish at law firm.• Motivated fellow students to donate canned food for Springfield High School food drive.• Counseled clients and their families at assisted living facility.
Computer Skills	<ul style="list-style-type: none">• Create and update expense account worksheets in Excel.• Transcribed case files and notes using Dictaphone and word-processing software.• Desktop-published poster for dance at Springfield High School.• Type 65 wpm.
Attention to Detail	<ul style="list-style-type: none">• Manage computerized records for four attorneys.• Spent 100 hours preparing legal brief for Law Honors Project.• Wrote and distributed over 50 phone messages per day at law firm.
Experience	<p>Nov. 2005–present <i>Administrative Assistant</i> (part-time), Englander, Watanabe & Raskin, Bremerton, MO</p> <p>Feb. 2004–Oct. 2005 <i>Staff Assistant</i> (part-time), Centerton Assisted Living Facility, Bremerton, MO</p>
Education	<p>2005 High School Diploma, Springfield High School, Springfield, MO</p>

One last thing..... Make sure your resume is perfect.

- Is the information correct?
- Is the information your best?
- Spelling (spell-check)
- Grammar
- Punctuation
- Ask a friend or relative to look it over
- Use black ink on white paper
- Make sure that it is easy to read
 - Page is not crowded
 - Spacing is appropriate
 - Unwrinkled