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?

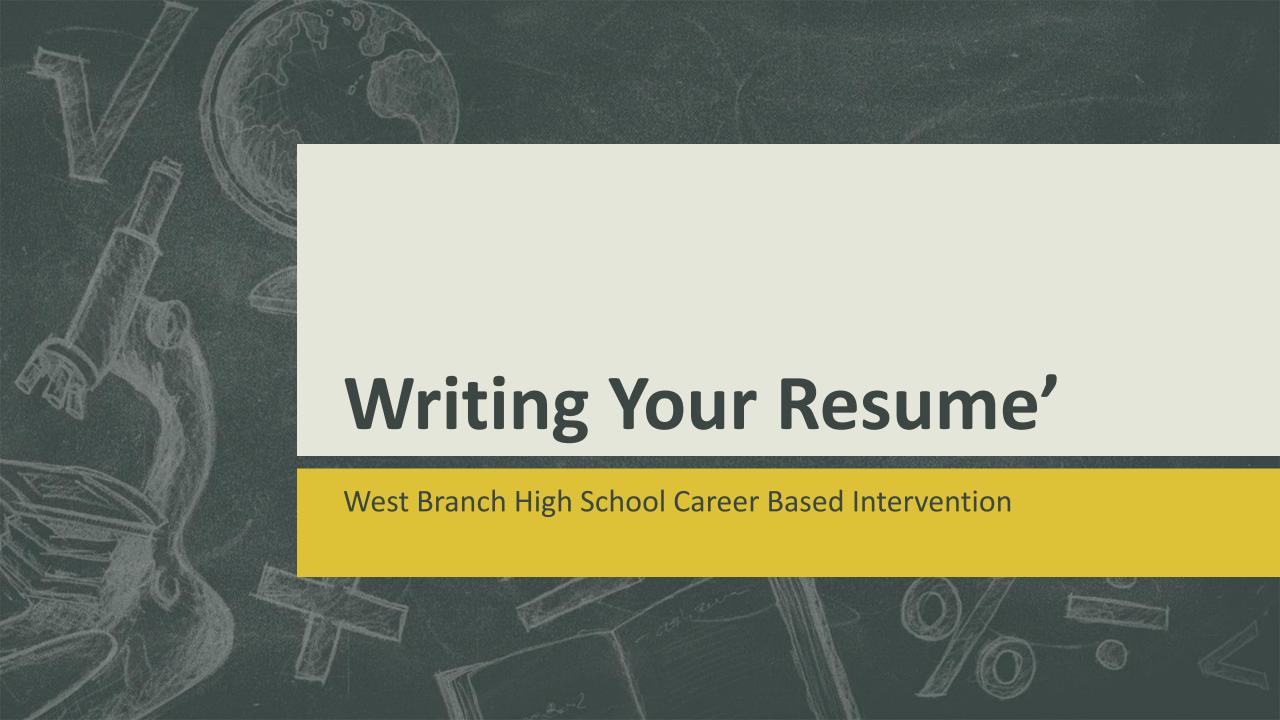
Subjects or activities that you like

• What are skills?

What you can do

• What are transferable skills?

Skills that you can use in many different situations and activities



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

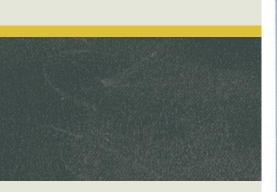
- Start each bullet with an action verb
- Make sure you use paste tense for what you did in the past and present tense for what you are doing now.

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.



24 Branford Circle #115 • Hastings, MO 48002 • (269) 555-0189 MCantos@emails.com

Melissa Cantos

Job Objective Full-time administrative assistant position in law office.

Skills

- Communication 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

- 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

- 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

Nov. 2005-present

Administrative Assistant (part-time), Englander,

Watanabe & Raskin, Bremerton, MO

Feb. 2004-Oct. 2005

Staff Assistant (part-time), Centerton Assisted Living

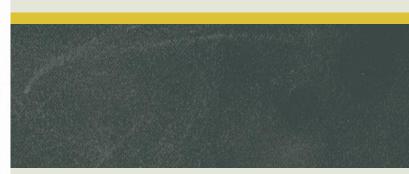
Facility, Bremerton, MO

Education

2005

High School Diploma, Springfield High School,

Springfield, MO



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