

The Résumé

Obj. 15.3: Identify the components of a resume.



All About You!

In the box below, list as many things about yourself as you can.

Here are some hints: Think about your educational history (what school do you attend, what is your average GPA?). Think about what activities, clubs, or sports are you involved in. Think about your hobbies, interests, and leisure activities. Think about any jobs you have had, even if they are informal (e.g. walking the dog, babysitting, mowing the lawn, etc.). Think about any skills or special talents you have. Think about places you have volunteered at or projects you have worked on. THE SKY IS THE LIMIT!

DISCUSS

You Are Hiring!

You are opening a new medical center that aims to integrate health professionals of all kinds in a “one stop shop” for the community’s health care needs. You will hire public health workers (e.g., epidemiologists, health educators, etc.), healthcare practitioners (e.g., nurses, physician’s assistants, physicians, medical assistants, certified nurse assistants), physical therapists, nutritionists, dentists, psychologists, social workers, pharmacists, and even veterinarians. (WOW--that is a lot of healthcare professionals!) **With a partner, discuss all of the factors you will consider when hiring. Then narrow your ideas down to the FIVE most important skills or other factors you will use when hiring. List them here:**

- 1.
- 2.
- 3.
- 4.
- 5.



What is a Résumé?

A résumé is a document used by persons to present their backgrounds and skills. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a summary of relevant job experience & education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview. In most contexts, a résumé is typically limited to one or two pages of size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain key words or skills that potential employers are looking for, make heavy use of active verbs, and display content in a flattering manner.

Source: Wikipedia <<http://en.wikipedia.org/wiki/resume>>



Résumé Components

For each of the components on the résumé pictured at right, write observations of the key things to include and/or remember about each section.

Objective:

Education:

Work Experience:

Volunteer Experience:

JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA City, State
 College of Design May 2011

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin-cities Iron Range Scholarship

WORK EXPERIENCE:

AMERICAN EAGLE City, State
 Sales Associate July 2009 - present

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

PLANET BEACH City, State
 Spa Consultant Aug. 2008 - present

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

HEARTBREAKER City, State
 Sales Associate May 2008 - Aug. 2008

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

VICTORIA'S SECRET City, State
 Fashion Representative Jan. 2006 - Feb. 2009

- Applied my leadership skills by assisting in the training of coworkers
- Set up mannequins and displays in order to entice future customers
- Provided superior customer service by helping with consumer decisions
- Took seasonal inventory

VOLUNTEER EXPERIENCE:

TARGET CORPORATION City, State
 Brand Ambassador August 2009

- Represented Periscope Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshman in the Target brand experience



Résumé Critique

Go online and access the résumé following the directions listed below. Review its content, style, and format. Then write your comments, both positive and negative, in the table below.

1. Go to: <http://www2.uwlax.edu/Career-Services/Resume-writing/>
2. Click on “College of Science & Health”
3. Click on “Athletic Training - Senior”

Positive	Negative



Your Résumé

It’s your turn! Compose your own résumé in Microsoft Word. Use the Do Now exercise in which you brainstormed things about yourself to help you get started. You can be creative, since you may not yet have the job experience or other types of experience that typically fill a résumé. Use the box below to continue brainstorming before you start typing!

Brainstorm!