Resume Overview - Guide to Landing the Job!

THE RUNDOWN:

Your resume is quite possibly the most important document you will ever own. Depending on its quality, it will lead you to great opportunities and money, or to nothing but dead ends. At the LISD TECH Center, it is our goal to provide you the education and resources to help you land your first job!

According to the National Resume Writers Association, as high as 98% of candidates prepare their resumes incorrectly because they do not:

- Target their resumes to the positions they seek by matching their qualifications with the position requirements or necessary skills from the job postings.
- Invite the reader to actually want to read the resume. Utilize a nice design that's properly spaced out, easy to read, and error-free.

So, if you want to beat the competition, your resume must:

- Be tailored to the specific job you are applying for.
- Demonstrate the value you would bring to the company.
- Be visually appealing and error-free.

Now let's get started!

CONTACT INFORMATION

- Be sure to include phone number, full address, and email.
- Make sure your email address is professional; if not, make another just for this purpose.
    - No babygurl2002@hotmail.com or catlover43@gmail.com
- Don't include any social media that's not professional or related to the job. Just don't!
- If you're on the job hunt, clean up all of your social media accounts, or make them private. Companies will check up on you.

PROFILE

- This area is no longer called an Objective Statement, and you are not going to write an Objective Statement because companies do not care what your objectives are. Do not write what you are looking for in a job, like this:

    "Student seeking a position with XYZ Company to further my skills and interest in the medical field."

- Instead, you need to sell yourself and convince the reader that you would be an asset to their company and they need you:

    "Student with two years of intensive hands-on education in the Health Care Careers class at the LISD TECH Center. Demonstrated proficient levels of understanding in safety standards, patients' rights, heath care equipment identification, teamwork, and patient needs including taking patient vital signs under the supervision of clinical supervisor."

- The point is, the reader (prospective employer) comes first. This is where you want to show why you'll be an asset to the organization and what *you* can do for *them*. This paragraph needs to entice the reader to continue reading and find out more.

EDUCATION

- For current students, put this section at the top of your resume as it highlights your education, especially being a student you may have limited to no work experience to put on your resume.

You need to include:

- The full name of High School, Private School, Vocational/TECH School and/or College
- Full Address of School
- Expected Graduation
- Dates Attended
- Your GPA, but only if it's above a 3.0
- Any impressive awards, honors, or classes you are enrolled in

WORK EXPERIENCE

- Your work experience should go in reverse chronological order: from most current to oldest
- Demonstrate the value you would bring to the company
- Quantify information wherever possible
- Use action verbs such as *managed, directed, led, supervised, created, designed*; see "Useful Action Verbs."
- Prioritize your bullets: Most impressive and relevant achievements first
- Avoid using personal pronouns in this section (I, Me, My)

You need to include:

- Position Title/Dates Employed
- Business Name & Address
- Duties performed

VOLUNTEER EXPERIENCE

- Follow same format as Work Experience

EXTRA-CURRICULAR ACTIVITIES

- Being involved in extra-curricular activities is important as it highlights time management, leadership skills, motivation, work ethic, and so much more to an employer.
- Please review the list of Extra-Curricular Activities to help identify any activities you may have participated in.

You need to include:

- Your Role/Experience
- Descriptor/Title/Organization
- Participation Year(s)

SKILLS

- As a student at the LISD TECH Center, you have many great skills that need to be highlighted in this section whether they are TECHNICAL or TRANSFERABLE. So what is the difference?

TECHNICAL

- Specific teachable skills or abilities that can be defined and measured; typically specific to a job. You either know it or you don't (typing, math, certification, trainings, specific skills, use of tools/equipment, software/technology, reading, writing.)

TRANSFERABLE

- Less defined, difficult to teach, and harder to measure (i.e. Etiquette, communication, getting along with others, teamwork, patience, work ethic, dependable, self-motivated, organized, flexible, positive attitude, problem solver, listener.)

CERTIFICATIONS

- Have you earned an industry-specific certification? Have you earned just a general certification that an employer could benefit from? Certifications are very valuable and should be listed under this section.

ACHIEVEMENTS

- This is where you get to brag about all of the great things you have done in your high school career. Were you the MVP for Basketball? Did you earn a Work Habits Award? Are you on the Honor Roll?

You need to include:

- Title of Achievement
- Description of the Achievement
- Year of Achievement

Now go get writing and land that job! Good Luck!