AISD Dan Dipert Career & Technical Center

EMPLOYMENT MENTORING PROGRAM

Creating Your Resume

Rotary

Arlington Highlands Rotary Club

Rotary

Introduction

Ben Bruce

Engineering & Technical Services

Creating a Resume

- What is a resume?
  - A resume may defined as a brief written account of personal, educational and professional qualifications, often submitted with an employment application.

Creating a Resume

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- Why do I need a resume?
  - Required if interviewing for practicum internships

  - Not required by most colleges and universities for admission, but required by many public colleges and universities if you apply for a scholarship

  - Required by most companies when applying for jobs after graduation

Creating a Resume

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- What kind of resumes will we discuss?
  - Practicum resumes
    - Applying for practicum internships

  - Job resumes
    - Applying for jobs after graduation from high school, technical school or college
    - Applying for jobs to advance your career

  - Resume Templates

Creating a Resume

- General rules for creating your resume
  - Use proper English
  - Use proper grammar
  - Use the correct words to describe your activities

- Eschew obfuscation

- Before they ever see you, HR managers are going to judge you by your written skills

Creating a Resume

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- General rules for creating your resume (cont'd)
  - Proofread!
    - Ask your parents, friends and relatives to proofread
      - Find and correct all spelling and grammatical errors
      - Make sure you use words in the correct context and correct tense
      - Remember that spell checkers will not catch incorrect words that are spelled correctly

  - Never make up anything!
    - Most potential employers will contact your references and may ask them about things you said in your resume
    - Most potential employers will contact your former employers
    - Any false information on your resume can be grounds for dismissal even if you've already been hired

Creating a Resume

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- General rules for creating your resume (cont'd)
  - Pick a format and stick with it!

  - Pick a font that is professional and easy to read

  - Update your resume frequently

  - When needed, print hardcopies on good quality or parchment paper

Creating a Resume

- General rules for creating your resume (cont'd)
  - Appearance
    - Use an appropriate heading for each section

    - Include pertinent information that fits the job objective or personal statement

    - Information should be listed in reverse chronological order

    - Make sure descriptions are well written

- Customize your resume for every job!

Creating a Resume

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- What does NOT go into a resume
  - Unrelated experience
    - Changing the oil in your car
  - Unrelated activities
    - Video games
    - Snowboarding
    - Motorcycling
  - Unrelated awards
    - Winning a raffle or a lottery prize

Creating a Resume

Questions?

Practicum Resume

Jim Lowery

Deputy Chief

Arlington Police Department

Creating a Resume
Practicum Resumes

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○ What goes into a Practicum Resume?

- Personal information
- Education & relevant coursework
- Extracurricular activities
- Leadership
- Certifications
- Special skills
- Work experience
- References upon request

Creating a Resume
Practicum Resumes

- What goes into a Practicum Resume?
  - Personal information
    - Name
      - Legal name
        - May include middle initial or middle name
        - No nicknames
        - Bolded and easily read
    - Telephone number
      - Complete telephone number including area code
      - Do not list a work number!
    - Email address
      - Complete and appropriate
        - Contains no unfavorable or offensive words

Creating a Resume
Practicum Resumes

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- Education/Relevant coursework
  - Home Campus and expected graduation date

  - Weighted GPA

  - List your Pathway
    - List all of the Pathway classes you have taken or are taking

Creating a Resume
Practicum Resumes

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- Extracurricular activities
  - List all of the extracurricular activities you are involved in
    - Any school or community activities
      - Academic
      - Athletic
      - School spirit
      - Community Service

  - Note all of the extracurricular activities you are involved in that are related to your pathway

Creating a Resume
Practicum Resumes

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- Leadership
  - List any Officer positions or leadership roles in extracurricular organizations related to your pathway

  - List any awards or ranks achieved in extracurricular organizations related to your pathway

Creating a Resume
Practicum Resumes

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- **Certifications**
  - List all certifications you have received related to your Pathway

- **Special skills**
  - List all special skills you have that are related to your Pathway
    - May also include specialized computer programs as well as word processor, spreadsheet and presentation programs
    - May also include foreign languages and if so, indicate proficiency

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Practicum Resumes

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- Work experience
  - Listed in reverse chronological order
    - List any paid job experience
      - Dates you were employed
      - Name & location of employer
      - Job title and brief job description
    - List any volunteer job experience
      - Dates you volunteered
      - Name & location of organization
      - Job title and brief job description
    - List any mentoring that you have done
      - Dates you mentored
      - Subjects mentored

Creating a Resume
Practicum Resumes

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- **References Upon Request**
  - Do NOT include your references in your resume
    - Submit separate form containing references via Canvas
    - List three AISD employees you would like to be your references

  - References may include
    - Teachers, Administrators, Counselors, Coaches, etc.

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Practicum Resumes

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Questions?

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Job Resume

Chad Chadwick

Fort Worth Fire Department

Creating a Resume
Job Resumes

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○ What goes into a Job Resume?

- Personal information

- Background summary

- Work experience

- Education

- Certifications (optional)

- Special skills (optional)

- Awards (optional)

- References upon request (optional)

Creating a Resume
Job Resumes

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○ What goes into a Job Resume?
  - Personal information
    - Name
      ○ Legal name
        - May include middle initial or middle name
        - No nicknames
        - Bolded and easily read

    - Telephone number
      ○ Complete telephone number including area code
      ○ Do not list a work number!

Creating a Resume
Job Resumes

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○ What goes into a Job Resume (cont'd)?
  ● Personal information
    • Complete Address including ZIP Code
    • Do not use PO Box

    • Email address
      ○ Complete and appropriate
        • Contains no unfavorable or offensive words

Creating a Resume
Job Resumes

- **Background summary**
  - Summarize your employment background and major fields of expertise
    - Level and type of expertise, management, executive management
    - Domestic and/or multinational corporation
    - Industry
      - Manufacturing, financial, operations, logistics, transportation, distribution, supply chains, service, etc.

Creating a Resume
Job Resumes

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- Work experience
  - List employers in reverse chronological order
    - Dates you were employed
    - Name & location of employer
    - Job title and brief description of work

- Do not include part-time work or early non-career related employment

Creating a Resume
Job Resumes

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- ○ Education
  - High schools and vocational schools
    - Dates graduated
    - Diplomas or Certificates

  or

  - Colleges and Universities
    - Date graduated
    - Degree conferred

Creating a Resume
Job Resumes

- Certifications (optional)
  - Any specialized certifications that are applicable to your career field

- Special skills (optional)
  - List all special skills you have that are applicable to your career field
    - May include operating specialized machinery, etc.
    - May include proficiency in specialized computer programs as well as word processor, spreadsheet and presentation programs
    - May include foreign languages and if so, indicate proficiency

Creating a Resume
Job Resumes

- Awards (optional)
  - List any professional awards you've received that are related to your career field

  - List any patents you have authored or co-authored
    - Include these regardless of career field because it shows initiative and "thinking outside the box"

Creating a Resume
Job Resumes

- References Upon Request (optional – if you make it past the first cut they'll ask for them)
  - Do NOT include your references in your resume
    - Preferably use people with direct knowledge of your personal and professional life
      - Former employers or former supervisors
      - Friends
      - Co-workers
  - Do not use family members

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Questions?

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Resume Templates

Jim Thornton

Rotary

Review of a Resume Template

Creating a Resume

Questions?