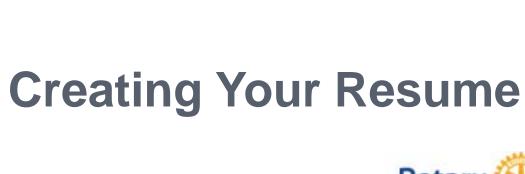
AISD Dan Dipert Career & Technical Center

EMPLOYMENT MENTORING PROGRAM





Creating a Resume Introduction



Introduction

Ben Bruce

Engineering & Technical Services



- 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.



- 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



- 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



- 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



- 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



- 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



- 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!



- 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



Questions?



Practicum Resume

Jim Lowery

Deputy Chief Arlington Police Department



• What goes into a Practicum Resume?

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



- 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



- 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



- 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



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



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



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



- 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.



Questions?



Job Resume

Chad Chadwick

Fort Worth Fire Department



- What goes into a Job Resume?
 - Personal information
 - Background summary
 - Work experience
 - Education
 - Certifications (optional)
 - Special skills (optional)
 - Awards (optional)
 - References upon request (optional)



- 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!



- 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



- 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.



- 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



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

or

- Colleges and Universities
 - Date graduated
 - Degree conferred



- 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



- 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"



- 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



Questions?

Creating a Resume Review



Resume Templates

Jim Thornton

Creating a Resume Review



Review of a Resume Template



Questions?