



RÉSUMÉ PREPARATION

Résumé Preparation is exercise-driven. Résumé Writing Exercises will assist participants in preparing a first draft of their résumés. These exercises will take a great deal of time on the part of the program participants, and a strong working relationship between the job developers and trainers to ensure that a thoughtful and well-presented final résumé is produced.

Bringing in a member of the job development staff as a guest speaker to discuss résumé preparation and/or interviewing is a good idea. This will help establish a relationship between the participants and job developers early in the process. Participants need to feel as comfortable with the job developers as they do with their trainers. Once they graduate, participants will be working very closely with the job developers, and trainers can facilitate a smooth transition by inviting the job developers into the process.

Trainers can share with participants that a résumé has four objectives:

1. A personal, individual summary of their backgrounds, experiences, training and skills.
2. An opportunity to present their best qualities to an employer in the way the participants want to be seen.
3. A calling card to remind the interviewer or employer who they are.
4. A prospect for participants to generate interviews and other outside opportunities.

There are three different résumé formats, each with a purpose, which can be used by participants based on their backgrounds. There are descriptions of the three formats and their purposes in the handout entitled Objectives and Purposes of a Résumé. Trainers should provide participants with samples of the acceptable résumé formats preferred by job developers at their STRIVE location. Some locations are only using two formats such as the chronological and combination, and trainers should provide participants with copies of these approved résumé formats only.

One of the reasons that some trainers and job developers do not use the functional résumé format is because it can be viewed by employers as “hiding some facts” that an applicant does not want the employer to know. Trainers should discuss what the appropriate formats for résumés should be with job developers. All three formats are provided for information purposes and are not meant as an endorsement of any one format over the other. The choice of format(s) should ultimately be based solely on the particular STRIVE location conducting the training.

There is another training tool for this talking point called Some Résumé Don'ts, which may be helpful for trainers to share with program participants.

When participants begin the process of preparing their résumé, they should understand the difference between hard skills and soft skills. However, for reference purposes only, the overall definitions of hard and soft skills are as follows:

- **Hard Skills** address those skills that are more tangible of either a technical, vocational, and/or administrative nature.
- **Soft Skills** address skills that are intangible and that may not be visible or obvious by looking at a résumé.



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ASSETS CHART

Career Objective: _____

Education and Training: _____

High School: [kind of diploma: diploma or GED] _____

Undergraduate: _____

Post Graduate: _____

Training Programs Completed: _____

Interests:

1. _____

2. _____

3. _____

4. _____

References:

1. _____ Tel. # _____

2. _____ Tel. # _____

3. _____ Tel. # _____



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SKILLS AND WORK EXPERIENCE CHART

- List your skills in the Skills column.
- For each skill, rate your degree of competence.
- Use How Demonstrated column to describe how skills were utilized in previous work or life experiences.

SKILLS	DEGREE OF COMPETENCE			HOW DEMONSTRATED
	Good	Very Good	Excellent	
				Major Accomplishment:
				Major Accomplishment:
				Major Accomplishment:
				Major Accomplishment:
				Major Accomplishment:



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RÉSUMÉ INPUT FORM

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Cell phone/Pager: _____

JOB OBJECTIVE: [What kind of work you'd like to do] _____

EDUCATION: [School, Diploma or Certificate, Subject Area if applicable to Job Desired]

SKILLS: [Describe what you can do] _____

WORK EXPERIENCE:

Period Employed _____ Job Task _____

Employer _____ Title _____

ACCOMPLISHMENTS: [Things that you've done that relate to your work experience or skills]

ACTIVITIES AND INTERESTS: [List interests that relate to your objective]

REFERENCES: [Professionals who know the quality of your work]
