

MODULE 8

Resume Foundations

None of it is right or wrong — you just need to pick what works for you, and modify along the way.



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Your Career Prep Guide

What Is a Resume?

- A summary of what you've achieved — in jobs, volunteer work, school projects, home support, youth groups, Scouts, and more
- A way to highlight the skills employers are looking for in the jobs they have open
- A living document — the resume you write today, and what you include on it, will look different in 5, 10, or 25 years



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Your Career Prep Guide

How to Build a Resume

- Start by organizing your information and keeping it in a safe, editable electronic document
- Especially with your first resume, expect several editions until you find what works for you
- Much of what's on your resume is also what gets used on employment applications
- Always take 2 copies of your resume to an interview, one for the interviewer (don't always assume they have yours at their fingertips) and one to help you fill out an application



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Your Career Prep Guide

Beginning Resume Reflections (1 of 2)

Not much experience yet? These questions can spur ideas for both your resume and your interview prep (more in a bit).

1

In your latest project, activity, or job, which parts did you enjoy most and do best?

2

What activities give you the most pleasure when you're not working?

3

What subjects have you enjoyed studying the most?

4

List five key activities or responsibilities you feel should be part of your ideal job (not a full job description)



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Beginning Resume Reflections (2 of 2)

5

Describe your ideal job: what would you be doing, and who would you want to be around?

6

Memberships: which community, business, professional, or social organizations do you belong to (or have you)? How long, and any offices held?

7

Volunteer Activities: list everything you've taken part in

8

Additional Data: languages, computer knowledge, special talents — anything not covered elsewhere



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Every Resume Needs (1 of 2)

Unless you're a seasoned professional with years of experience, keep your resume to one page.

Contact Information

- First name + last initial for minors; full name for 18+
- Address, phone number, email

Objective / Summary

- One sentence, specific to the type of work

Experience — Volunteer, Paid, School, or Community (All Counts)

- Dates, organization name, and location
- What your responsibilities were
- Significant contributions (e.g., “received Customer Service Award 3 years in a row”)



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Every Resume Needs (2 of 2)

Education

- Where you studied and your highest level or degree
- If still attending, say so
- Never put your high school graduation date on an application — employers can ask if you're 18+, but not for the date you graduated from high school

Additional Skills

- Hard skills: software, licenses
- Soft skills: languages, coursework
- Designations

References

- “Available upon request”
- Keep 2–3 contacts on a separate list. HOWEVER—check with them first to make sure they are willing to be a reference for you. As we learned in networking, it's best that they are prepared



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Where Are Jobs Actually Posted?

- This changes daily. If you know what job you want — the safest way is to apply directly on the employer's website
 - If that's not possible, search to find the best way to connect
- The internet has changed recruiting — some job boards are fraudulent. Only pursue listings where you trust the link and the company you are applying to (do your research first)
- You may work with a recruiter for some jobs (national, high-tech/high-talent) — recruiters are always paid by the employer, never by you
- Never pay anyone in a job search, and never send personal information (i.e., your address) to a site you don't recognize
- Trusted places to start: Indeed, LinkedIn, local employer websites, State Vocational Rehabilitation job boards, and Government job boards



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Other Methods for Finding Jobs

50%+

of jobs are never advertised — they're filled through networks, volunteers, internships, and job shadows

- Treat every volunteer assignment, internship, or job shadow as a potential job source — you never know who they know, and they've seen how you work
- Connect through a common contact — a friend or someone in your network circle from Room 3
- Networking is the Peacock's secret weapon to find jobs — and the route most Flock Members underuse. So the rest of The Flock™ may need a bit more practice.
 - Peacock — Growth edge, you and also talk yourself out of an opportunity by being overly 'chatty' or 'unfocused'.



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Your Career Prep Guide

Networking for a Job

- Most people think networking means calling or emailing to ask, “Do you have a job for me, or know where I can find one?”
- That's not quite how it works — networking is about building relationships

“

The way to begin a conversation with a network contact (after an appropriate greeting) is to ask: “Whom do you know in the ____ industry or job who I might be able to contact to learn more about opportunities there?”

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Looking for a job may feel overwhelming right now — but Starway™ was designed to give you the information you need, at your own pace.

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Good luck — and be sure to let either Queen Opal or the Invisible Queen know when you need more help because both are experts in that field.

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See you in Activity 2

END OF POWERPOINT

Resume Foundations

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Remember—you're building your resume with every experience in your life.

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