



**Finger Lakes Works
Welcomes You To
Resumes 101**

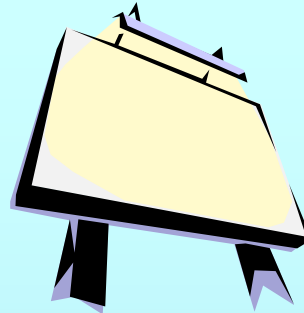


Resume 101 - Agenda Topics

- ◆ **What is a resume?**
- ◆ **Why do you need a resume?**
- ◆ **Types of resumes**
- ◆ **Elements of the Resume**
- ◆ **Follow Up Documents**
(References, Cover Letters, and Thank You Letters)

What is a Resume?

◆ The meaning...



◆ A well constructed, easy to read presentation of your skills, accomplishments, and employment goals

◆ A marketing tool to sell yourself to an employer

◆ A key that may open the door to an interview





Why Do You Need a Resume?

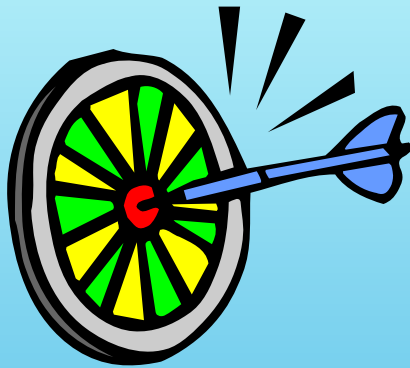
- ◆ Packages your skills your way
- ◆ A resume builds self-esteem
- ◆ Makes your job search easier
- ◆ Interviewing practice
- ◆ Helps our staff to see and remember the benefits you have to offer an employer

Types of Resumes

◆ **Chronological**

◆ **Functional**

◆ **Combination**



**All of the above formats
can be targeted to a specific job**

The Chronological Resume

- ◆ **Emphasis is on work experience**
- ◆ **For individuals with strong work experience seeking employment in the same field**
- ◆ **Easiest to follow, but allows gaps in work history to stand out**



Show Me

Example
#1



Show Me

Example
#2

The Functional Resume

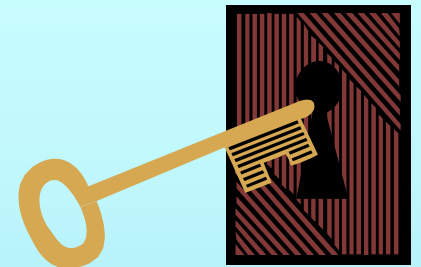
- ◆ Emphasis is on skills and abilities
- ◆ Little or no emphasis on work history
- ◆ For individuals seeking a career change, lack a continuous work history, or have held similar position in many places



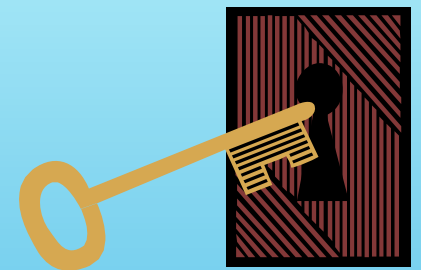
The Combination Resume

- ◆ **Emphasis is on layout and language**
- ◆ **Combines the best of**
 - **chronological**
 - and**
 - **functional resumes**

Allows for greater versatility



Example #1



Example #2

Six Essential Resume Elements...

- ◆ **Header**
- ◆ **Job Objective**
- ◆ **Highlights of Qualifications**
- ◆ **Relevant Skills and Experience**
 - ◆ **Work History**
 - ◆ **Education and Training**



The Header

The header should include your...

- ◆ Name
- ◆ Address
- ◆ Phone Number
- ◆ E-mail
- ◆ Fax



The Objective

◆ **Fastest way to customize your resume**

◆ **Ask yourself**

➤ **What do I want to do?**

➤ **For Whom do I want to work?**

➤ **Where do I want to work?**

➤ **At what level of responsibility do I want to work?**



Summary of Qualifications

- ◆ Located on the Top 1/3 of the Resume
- ◆ Should Emphasize the Skills that the Employer is Looking for
- ◆ Consider Both Hard & Soft Skills
- ◆ Include 3-4 Important Selling Points
“Hit Them With Your Best Shot”





Relevant Skills & Experiences

- ◆ **Relevant is the KEY word**
Stick to the Skills Needed for the Job
 - ◆ **Restate Qualifications Listed Above with Proven Examples**
- ◆ **Use Action Verbs to Focus on Accomplishments**
 - ◆ **Indicate Results When Applicable (i.e. \$\$\$ - ### - %%%)**

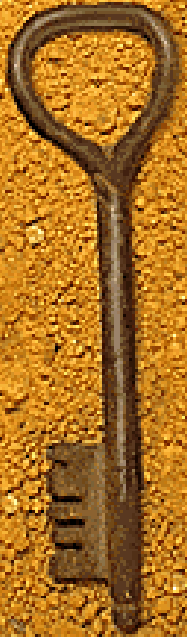
Work History

◆ Simple List That Includes...

- Position or Title
- Employer's Name
- Location
- Dates of Employment



◆ General Guide is to Cover 10-15 Years



Education & Training

◆ Another Simple List That Includes...

- Degree or Certificate
- Issuing Organization
- Date of Completion (if current)
- If attending, list expected completion date



◆ Include Summa Cum Laude or GPA if Significant

Guidelines for References

- ◆ Choose 3-4 people who know your work and are able to speak well about you and your work
- ◆ Choose people who have good reputations themselves
- ◆ Be sure to ask permission before using someone as a reference





What To Include On Reference List

- ◆ **Name of Reference**
- ◆ **Title or Occupation**
- ◆ **Contact Address**
- ◆ **Work Phone (With Permission)**
- ◆ **Home Phone (With Permission)**
- ◆ **E-Mail (With Permission)**
- ◆ **Connection To You (Optional)**

Cover Letters & Thank You Letters Make a Difference

◆ They should be easy to read

◆ Make them personal

◆ Pose questions



Cover
Letter
Outline

Cover
Letter
Example

Cover
Letter
“T”
Example

Thank
You
Letter
Outline