

Practicum in Education and Training

Show Yourself Off:

Write a RÉSUMÉ!



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Résumé

A brief summary of your personal, educational and professional qualifications and experiences.



Résumé Objective

- describe the purpose of your résumé
- customize to match the position you are applying for
- describe skills you bring to the prospective employer
- entice a hiring manager to read your résumé

Examples of Résumé Objectives

Education and Training

- To obtain employment in the field of education.
- To secure a position with _____ where I can utilize my _____ skills.
- To obtain a position that will enable me to enhance my skills and knowledge in _____.
- High school Education and Training student seeking opportunity to learn and improve _____ skills.
- To obtain a position that allows me to _____.
- I am seeking employment (internship) _____.

Take Inventory of Your Skills

- Organizational, Educational, Communication
- Interpersonal/Ability to work well with people
- Knowledge and experience in _____
- Fluent in both English and Spanish (or other language)
- Fluent in English and conversational Spanish (or other language)

Employment Record

Jobs - Duties, dates, companies, and addresses of one's present and/or previous work experiences.



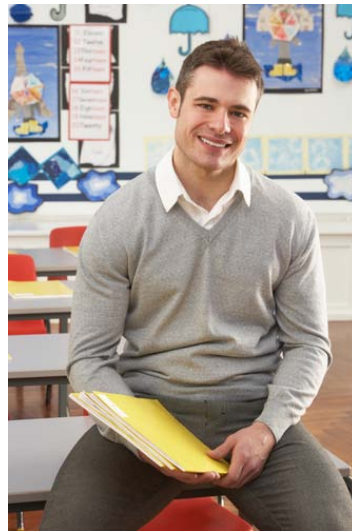
Reference

A person to whom one refers for testimony as to another's character, abilities, etc.



Chronological Résumé

It is the most common type of résumé. It lists and highlights your work experience, education and personal information.



Functional Résumé

Allows you to focus on your skills when you do not have previous work experience to highlight.



Résumé Tips

- Make it brief and concise
- Make it easy to read
- Make it visually appealing
- Use white or off white paper only, and DO NOT use scented papers!



Résumé Tips

- Proofread your resume. Look for spelling and grammatical errors.
- Use “action words” to highlight your accomplishments and achievements.
- Show **YOURSELF** Off!!!



“ACTION” Words

- Elected (ex., elected class resident)
- Chosen (ex., chosen tennis team captain)
- Awarded
- Presented
- Voted
- Achieved
- Excelled
- Accomplished



Chronological Résumé Sample

Jack Smith (317) 555-0101 (home)
1111 S. North St. (317) 555-1100 (fax)
Sometown, IN 47000 jacksmith@online.com



JOB OBJECTIVE

- Desire a position in office management, personnel services or labor relations.
- Prefer a position requiring multiple responsibilities and a variety of tasks.

EDUCATION AND TRAINING

- Ace Business College, Chicago, IL - Graduate of two-year management training program with emphasis on labor management studies.
- Benjamin Franklin High School, Windfall, IN - General studies diploma with emphasis on business related studies.
- U.S. Army - Inventory and supply control.
- Other — Continuing education classes and workshops in business communications, customer relations and marketing

EXPERIENCE

- 1987 to present - Returned to college to continue education and complete degree work. Learned to operate word processing and data entry equipment.

Functional Résumé Sample

Your Name

Street Address, City, State, Zip Code

Phone number

Email Address

OBJECTIVE OR SUMMARY

- A resume Objective or Summary can help describe the value you bring to a prospective employer and entice a hiring manager to read your resume.

Professional Experience

- Job Title
- Company and Location
- Action words + Keywords + Skills + Knowledge
- Be specific by using numbers and percentages

Relevant Skills

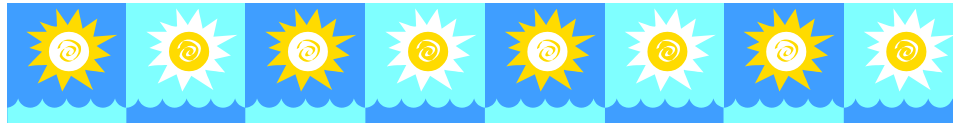
- Skill Group or Title: List skills here
- Education

Example Education:

- High School diploma, East Central High School, San Antonio, Texas, 2012
- B.S., Computer Science (High Honors), University of Texas at San Antonio, Texas, 2016

Be sure to “Show” yourself off!!

This is your chance to make yourself SHINE!!!



References and Resources

- Achieve Texas

<http://www.achievetexas.org/>

AchieveTexas is an education initiative designed to prepare students for a lifetime of success. It allows students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship.

- Microsoft Office

<http://www.Office.microsoft.com/en-us/templates/>

Download free **templates** for resumes, spreadsheets, documents, calendars, certificates, labels, business cards, and more for **Microsoft Office** products.

- Résumé Templates

<http://www.Resumetemplates.org>

You will find over 250 free résumé templates along with tips for writing your résumé and the job interview process.