

Writing Resume's

One of the easiest resume's is a skill-based resume. This highlights what you can bring to the job you are looking at by clearly stating your:

- Basic education and credentials
- Achievements
- Experiences

Warning: Resume's should never be longer than 2 pages!

Structure and Outline:

Your Full Name
Mailing Address (including zip)
Contact Phone Number:
E-Mail Address

Objective: To work full time as a:

- Administrative Assistant to -----
- Cowboy for the WMAT tribe
- Mechanic for
- Substance Abuse Technician for.....
- Etc.

Availability:

- Days, Weekend, Evenings, Holidays
- Able to begin employment on _____.
- Flexible hours

List Academic Achievements and attendance dates:

Example- you are looking for a job as an administrative assistance:

September 2003
To May 2007

Graduated Alchesay High School- May 2007
Whiteriver, Arizona 85941

August 2007 to
May 2010

Northern Pioneer College
Show Low, Arizona, zip...

Graduated May 2010 with AA Degree in Computer Science

Example – you are looking for a job as a security agent:

September 2003
To May 2007

Graduated Alchesay High School- May 2007
Whiteriver, Arizona 85941

August 2007 to
January 2008

Northern Pioneer College
6 Credits in Basic Security Management

Example- you are looking for a job as a mechanic

September 2003
To May 2007

Graduated Alchesay High School- May 2007
Whiteriver, Arizona 85941

September 2008 to
November 2008

Super Duper Automotive Repair School
Mesa, Arizona
Certified as a Super Duper Automotive Repair Man
With special training in electrical systems

Example – you are looking for a job as a home health aide or CHR

September 2003
To May 2007

Graduated Alchesay High School- May 2007
Whiteriver, Arizona 85941

September 2010 to
May 2011

Mesa Community College
Mesa , Arizona
Certificate Nursing Assistant
Taking license exam on: 9-30-11

Specialized professional skills (List your best skills first):

- High level of organization, filing and general office management
- Competent at multitasking
- Ability to correctly type 60 words /minute
- Ability to communicate in a positive manner with the public
- Experience in overhaul and repair of Ford and Dodge transmission

- Ability to rope a calf at a dead run
- Able to stay on Diablo the bull for a 6 second ride
- Ability to type 60 words/minute
- Ability to create and manage spread sheets
- Ability to use "Publishing" to create brochures
- Certified CNA
- Certified welder
- Certified in Carpentry, Plumbing, and Electrical Work

Previous Job Experience:

Example:

March 2004 to
January 2008

Mr. X's SuperDuper Automotive

Supervisor: Bill I.M. Quick

- Job Duties:
- Diagnose and fix consumer problems
 - Explain to customers the exact nature of their vehicle problem
 - Complete work in a timely manner
 - Complete computerized paper work

Reason for leaving: Return to school for additional certification

March 2004 to
January 2008

Basha's Grocery Store

Supervisor: Veggie C. Bunch

- Job Duties:
- Cashier with accurate count
 - Inventory stock and submit results to supervisor
 - Greet customers and manage customer comments in a positive and courteous manner

- Reason for leaving: Medical concerns with difficult pregnancy

March 2004 to
January 2008

Excellent Plumbing Services

Supervisor: John Drain

- Job Duties:
- Diagnose and fix routine plumbing problems
 - Research and order appropriate parts for repair jobs
 - Work together with other contractors for difficult jobs
 - Communicate in a positive and courteous manner with customer as to the exact nature of the plumbing problem
 - complete diagnostic and repair work in a timely manner including detailed repair results

Reason for leaving: Relocated to Phoenix

March 2004 to
January 2008

Self Employed Day Care provider

Supervisor: Patty Kakei

Job Duties:

- Provide educational play for children ages 2 through 5.
- Observe and record/report child wellbeing throughout their stay
- assist younger children with nutrition needs
- Provide positive socialization limits and teach communication skills to children

Reason for change: Return to school for Certification in Child Care

References Available on Request

Note:

Be concise

Be clear

Always be honest

Whole thing no longer than 2 pages

Your Full Name
Mailing Address (including zip)
Contact Phone Number:
E-Mail Address

Objective: To work full time as a:

Availability:

List Academic Achievements and attendance dates:

Specialized professional skills (List your best skills first):

Previous Job Experience:

References Available on Request

Ticket 1

Welcomes rehab group this morning. After brief check-in went on to present ideas and format of a skills based resume. Explained the purpose and advantage of having a good resume to present with job applications. Also talked about the variety of information requested on job applications and best ways to answer these. Discussed clear presentation of work objective (job attainment goal), history of education and special skill training, specialized skills or abilities both formal and informal, and succinct summary of previous job experiences. Also talked about the importance of such attachments as references, certificates of completions, diploma's etc. Also discussed how to write a resume if a person has no previous employment history – of if there are terminations etc, that must be accounted for. Lastly, members were given personal outlines to complete. These will be brought in and they will be assisted in writing the full resume.

Individual Note:

Client very interested in today's resume discussion. Able to list specific skill sets they possess. Defensiveness low. Willingness to engage with group and group leader high.

Plan:

- Complete a succinct but comprehensive resume for job application.