
Activity 2

15 TO 30 MINUTES

Now, turn to worksheet #19, which gives the format for a functional resume. It contains all the information an employer needs about you.

Using the information from worksheet #18, I want you to take a sheet of plain white paper and write your resume as you would like to see it typed or printed. Follow the format in worksheet #19. *Remember, there can be no misspelled words.*

Walk around the room and assist the student trainees as needed.

CASE STUDY

Linda wants to work for the state. She is pretty sure she can pass the hiring exam. But that is only one step to getting the job she wants. Openings are very competitive. Linda wonders what else she can do in case there is an opening soon. Is there something she should be doing now?

1. What should Linda consider?
2. What are her choices?
3. How can she handle the situation?
4. Is preparation important even when there is no opening?

Preparing Your Resume for the Job Hunt

Resumes are a necessity. Even though employers do not always ask for them, you should always have a resume ready. Employers will be impressed with your preparation.

Always take a resume along with you to an interview. Keep your resume up-to-date; if you can't make the changes yourself, have someone do it for you. If possible, try to change some words to emphasize the particular type of job you are going for when you apply for different types of positions. Turn back to worksheet #9 and review your goals if you are having trouble thinking of types of jobs that interest you. You might even think of some new or different goals.

For example, if you are interested in a warehouse job, use words like *cautious*, *team player*, and *safety*. Keep in mind that many resumes are scanned into a computer that searches them for keywords.