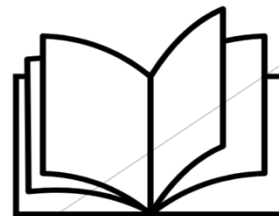


How to Write a Resume



GED Written Prep Workshop



1



Learning Outcomes:

1. Define a Resume
2. Explain the importance of a resume
3. Identify the parts of a resume
4. Explain an Objective Statement
5. Create your resume

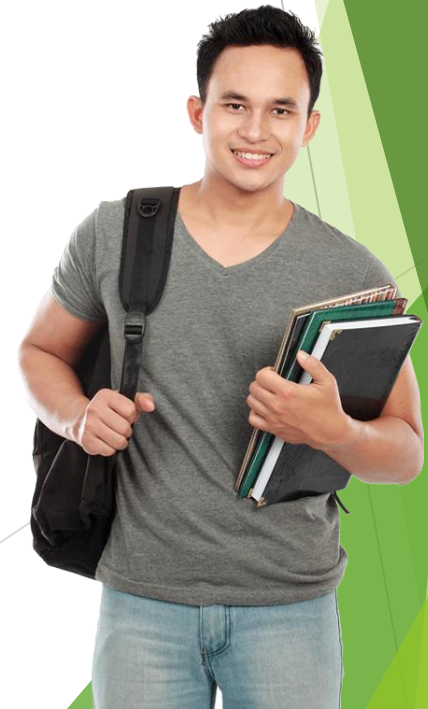


WHAT IS A RESUME?

- ❖ A marketing tool for you to the employer so that you can get the interview
- ❖ A resume is a working document that provides a snapshot of who you are and why you are good for the company



**89% OF HIRING MANAGERS WILL NOT
CONSIDER CANDIDATES WHO DO NOT
HAVE A RESUME**



RESUME CONTENT

Who you are

1. Contact Info
2. Objective “What and why Statement”
3. Work experience
4. Education
5. Volunteer work
6. Licenses & Certifications

**What makes you good for
the company**



Contact Information

- ❖ *Full Name*
- ❖ *Address*
- ❖ *Phone Number*
- ❖ *E-mail Address*
- ❖ *Social Media*

HIRED



OBJECTIVE STATEMENT

- ❖ What are you looking for
- ❖ What can you bring to the company

Examples:

- ❖ To obtain a position in the hospitality industry using my four years experience in the restaurant to contribute to the successful reputation of the company and great customer satisfaction



OBJECTIVE STATEMENT

What you will
bring to the
company



Objective:

To bring your organization a strong positive attitude, enthusiasm, great energy, dedication, and hard work ethic, combined with a desire to utilize my skills obtained through experiences in guest service, food and beverage, and retail.



Your skills and
experience



OBJECTIVE STATEMENT

What you will
bring to the
company



Objective:

To bring your organization : _____

Aa desire to utilize my skills obtained
through: _____



Your skills and
experience



Professional Skills

What can you bring to a company?

- ❖ Positive attitude
- ❖ Excellent communication skills.
- ❖ Work as part of team
- ❖ Organizational skills and strong
- ❖ Attention to detail
- ❖ Reliable
- ❖ Trustworthy
- ❖ Hard worker



Education

GED, High School, College, Workshops

- ❖ *Start with most recent education and work backwards*
- ❖ List school, location, degree
- ❖ Cooking classes
- ❖ Computer workshops
- ❖ Tribal Culture
- ❖ HR class



CERTIFICATIONS

GED, High School, College, Workshops

- ❖ MS Office
- ❖ CNA I
- ❖ CPR
- ❖ Fluent in Spanish
- ❖ ServSafe Certified
- ❖ TIPS Training
- ❖ Computer
- ❖ Tribal Culture



Previous Employment

Where did you work before

- ❖ Job
- ❖ Summer Youth
- ❖ Cut Lawns
- ❖ Babysitting
- ❖ Tribal Culture
- ❖ Volunteer



Hobbies and Interest

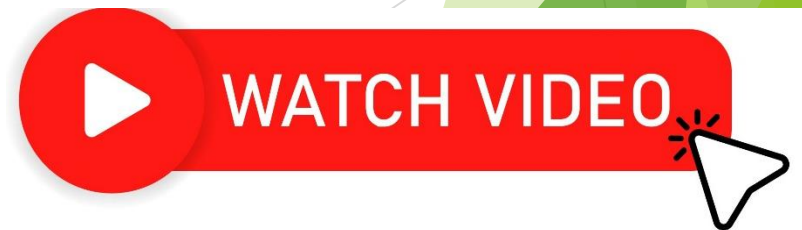
What do you like doing on you free time?

- ❖ Sports
- ❖ Cooking
- ❖ Landscaping
- ❖ Games
- ❖ Tribal Culture
- ❖ Movies
- ❖ Acting
- ❖ Computer



Let's Put it all Together

Let's Get Excited about your New Resume



How to Write a Resume



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