

Cutting Edge Career Palooza

Writing a Winning Resume

Presented by Jodie Sue Kelly
cygnet84@aol.com



Improve Your Chances Getting a Job

- Using Chat:
- How much time will employers on average spend looking at a resume?



7 Seconds

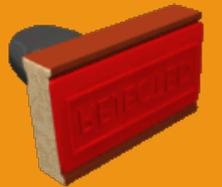


Improve Your Chances Getting a Job

- Using Chat:
- What percentage of resumes submitted to a job are screened out?



98 percent



7 Seconds: A or B?

Britney L. Fowler

1168 Summit Dr.
Annapolis, 21409
(410)279-8893
Britney15fowler@gmail.com

Experience

June 2018- September 2018

Bay Hills Deli- Cashier, Food Preparation, Dish Washer

- Managed phone for pick up orders
- Prepared large orders of food often and accurately
- Adapted and excelled in many different tasks that were asked of me

Education

August 2017- June 2021

Broadneck Highschool – Senior Year

- Graduation scheduled for June of 2021
- GPA of 3.72
- Broadneck Orchestra 2017-2020
- AP & Honors Coursework
- Honor Roll Achievement

Interests

- Drawing, Painting
- Guitarist

Skills

- Positive experience in customer service
- Handling transactions appropriately, accurately and swiftly.
- Accurately followed safety and health guidelines.
- Able to work well in a "rush"
- Can safely operate kitchen equipment
- Some knowledge of spanish
- Dependable
- Works well independently or with a team

BRITNEY L. FOWLER

PROFILE

Reliable, mature, and creative high school senior seeking a part-time position where I can use my customer service skills to provide exceptional service to the public.

CONTACT

☎ 410-279-8893

✉ Britney15fowler@gmail.com

📍 1168 Summit Drive
Annapolis MD 21409

EXPERIENCE

Food Prep and Cashier

JUNE 2018-SEPTEMBER 2018
Bay Hills Deli, Annapolis MD

Make sandwiches and deli items in a high-volume restaurant
Answer customer questions/make recommendations
Prepare special orders and party trays
Keep display cases stocked and organized
Accept phone orders for pick-up
Operate kitchen equipment
Meet all applicable health and safety standards
Handle transactions quickly and accurately

Office Assistant

JUNE 2017-SEPTEMBER 2017
Cygnat Associates, Annapolis MD

Compile 400 three ring binders and materials for conference attendees
Keep track of supplies and tell owner when supplies needed to be ordered
Make copies of cover art
Use paper cutter, three-hole punch, copy machine, scanner and DVD recorder

TRAITS

- Reliable and Dependable
- Friendly
- Hard Working
- Team Player
- Excellent communication skills

EDUCATION

Broadneck High School
Graduation scheduled June 2021
GPA 3.72: Honor Roll Achievement
Advanced Placement (AP) and Honors Coursework

Studio 39, Visual Arts Enrichment Program. Highly competitive admission. (October 2019-March 2020)

Broadneck Orchestra 2017-2020 (Violin)

7 Seconds: A or B?

AmberLee Ciota 78 Walnut Street
Clarksville, PA 15322
H 724-377-5414
C 724-678-9631
amberlee79ciota@gmail.com

Education

Waynesburg University, Waynesburg, PA

Bachelor of Art

Major: Advertising Double Minor: Business Management and Communications

Date of Graduation: May 2002

Career Related Experience

2008- Present **Columbia Sportswear Company, Washington, PA**
Freight Supervisor

Operate computerized inventory control system. Interact with department managers to manage stock of the store. Company trainer for district for Freight Supervisors. Opening and closing procedures. Planogram and display directives. Assisting customers with products and their applications for outdoor recreational activities. Eastern district trainer. Assisted in opening and training of stores. Assisted in preparations of inventories of other stores.

2002-2008 **Target Corporation, Washington, PA**
Logistics Team Lead, Flow and Backrooms

Operate timed computerized inventory control system. Manage morning pull and restocking teams. Coaching and training of new team members. Interviewing new candidates for logistics department. Write performance reviews and set goals for individuals to meet company objectives. Assist planogram and pricing teams.

2001-2002 **Dukate's Lasting Impressions, Waynesburg, PA**

Graphic Designer (Intern-Summer 2001/170 hours; Part-time- Fall 2001-2002)

Intern designer for Western Pennsylvania businesses and organizations for an advertising specialty firm. Layout, design, and size art according to specifications and applications. Collection of accounts. Delivery of products to business and organizations.

1998-2002 **Waynesburg University, Waynesburg, PA**
Student Library Assistant 2000-2002

Performed circulation desk routines. Check in and out materials. Collected fines and fees. Registered Patrons. Assisted in finding resources and using OPAC workstations. Trained new student workers to use computerized circulation system and processing of new acquisitions. Designer of monthly displays. Opening and closing procedures.

Yellow Jacket Advertising Account Executive/Writer 1998, 2002

Sold advertising space to local businesses. Redesign pricing sheets and promotional materials for the student paper. Research, interview, and report university news. Publish and edit news articles.

Environmental Biology Department Teaching Assistant/Laboratory Technician 1999-2001

Amberlee Ciota

Freight Supervisor

78 Walnut Street
Clarksville, PA 15322

724-377-5414 H
724-678-9631 C

amberlee79ciota@gmail.com

OBJECTIVE

Driven professional with 18 years of experience in retail operations seeking an **Assistant Store Manager** position with Columbia Sportswear Company.

EDUCATION

Waynesburg University,
Waynesburg, PA
Bachelor of Arts
Major: Advertising
Double Minor: Business
Administration and
Communications
May 2002

Waynesburg Central High
School
Waynesburg, PA
May 1998

OTHER EMPLOYMENT

- Graphic Designer
- Student Library Assistant
- Yellow Jacket Advertising Account Executive/Writer
- Teaching Assistant
- Laboratory Technician

OTHER SKILLS

Word and Excel
Computer operations

2008-Present
Freight Supervisor - Columbia Sportswear Company

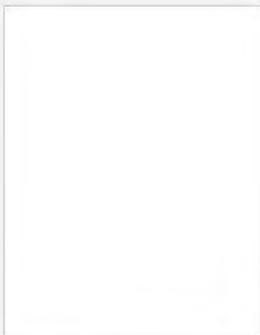
- Eastern District trainer for freight supervisors.
- Assist in the opening and the training of staff in new stores including training in inventory ordering and receiving.
- Supervise and oversee the store shipping and receiving function.
- Lead and supervise Stock Associates.
- Operate computerized inventory control system.
- Ensure efficient and effective operation of the stock room, inventory and product flow.
- Perform opening and closing procedures including balancing registers, preparing cash bags, and activating security system.
- Oversee and authorize cash transactions made by Sales Associates and provide assistance and training with cash register as needed.
- Prepare monthly department updates to Store Manager.
- Provide excellent customer service by assisting customers with questions, concerns, and product information.
- Work the sales floor and increase sales to customers.
- Work with Store Manager to ensure that sales goals are achieved.
- Assist the Store Manager in training store staff.
- Provide coaching and direction to store staff to ensure goals and standards are met.
- Implement planogram and display directives.
- Act as Store Manager/Supervisor in the Store Manager's absence.
- Work with the Store Manager to build team spirit and high morale.

2002-2008

Logistics Team Lead, Flow and Backrooms - Target Corporation

- Operated timed computerized inventory control system.
- Managed morning pull and restocking teams.
- Interviewed, hired, coached, and trained new team members.
- Wrote performance reviews and set goals for team members to meet company objectives.
- Assisted planogram and pricing teams.

New



Blank document



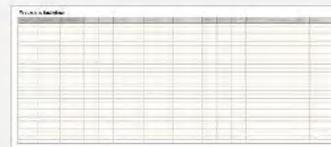
Blue grey cover letter



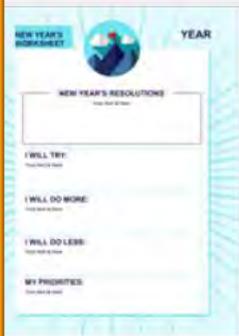
Color block cover letter



Polished cover letter, design...



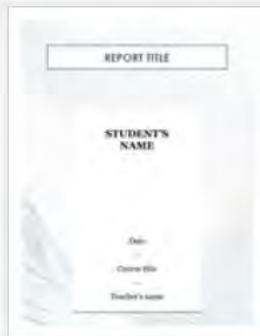
Job search log



New Year's resolutions wor...



Single spaced (blank)



Modern student report



Behavior agreement

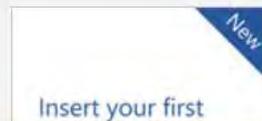
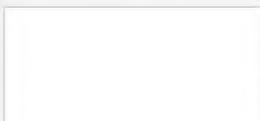


Small business startup chec...

cover letters



Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



- Home
- New
- Open
- Info
- Save
- Save As
- Print
- Share
- Export
- Transform
- Close
- Account
- Feedback
- Options

New

← Back

cover letter



Blue grey cover letter



Blue spheres resume



Blue spheres cover letter



Photo cover letter



Basic modern cover letter



Contemporary cover letter

Modern initials cover letter

Color block cover letter

Columns cover letter

Minimalist cover letter



Contemporary resume

Basic modern resume

Photo resume

Modern initials resume

Columns resume



Customize!!!
One size does
not fit all.



You are the
employer



Review the Job Description



Evaluate the Resumes



**Complete Rating Scale as though
you are the employer for both
applicants**



**Be prepared to say who you would
be the better candidate for you
and why.**



SAFEWAY
BAKERY DEPARTMENT

[Safeway](#)

[Apply on company website](#)

In our Bakery Department, where delicious breads, cookies and pastries, fancy desserts are made and cakes are decorated, you have the opportunity to help satisfy our customers' appetites. We offer a variety of positions that provide excellent customer service to our valued customers and assist with the day-to-day operations of our bakery to ensure it runs smoothly. If this sounds like you, we invite you to join our team today!

Bakery Clerk: As a Bakery Clerk, some of your duties will include slicing, packaging and labeling high-quality baked goods.

You will monitor products dates, ensure product quality, and you will be responsible for stocking displays to ensure that we have a variety of products available for our customers at all times.

You will assist customers with special orders and product selection.

Your job will be to provide the customer with exceptional fast and friendly service.

You will be responsible for ensuring compliance with all food safety and sanitation requirements throughout your daily work.

You will assist with cleaning and sanitizing food preparation areas, tools, and equipment.

In some areas, you may be required to obtain a food handler's certification.

More details are available in store. We are an equal opportunity employer.

What is our employer looking for? What seems to be important to the employer?

How Employers Screen

Resume Rating Sheet:

Rating	Numerical Score	Description of Score
Does not meet	0	(no evidence)
Might Meet	1	(not clear in resume or cover letter that candidate has specified skill/requirement)
Does meet	2	(clear evidence in resume or cover letter that skill/requirement has been met).

Qualifications	Britney	Brianna
Slice, <u>package</u> and label baked goods		
Monitor products dates, stock displays		
Clean and sanitize food prep areas, <u>tools</u> and equipment		
Assist customers with special orders and product selection		
Provide fast and friendly service		
Comply with all food safety and sanitation requirements		
TOTAL SCORE:		

Britney L. Flower

1100 Summit Dr.
Annapolis, 21409
(410)279-8893

Britney15flower@gmail.com

Experience

June 2018- September 2018

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- Managed phone for pick up orders.
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- Broadneck Orchestra 2017-2020
- AP & Honors Coursework
- Honor Roll Achievement

Interests

- Drawing, Painting
- Guitarist

Qualifications	Britney
Slice, package, and label baked goods	
Monitor products dates, stock displays	
Clean and sanitize food prep areas, tools, and equipment	
Assist customers with special orders and product selection	
Provide fast and friendly service	
Comply with all food safety and sanitation requirements	
TOTAL SCORE:	

Resume Rating Sheet:

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BRIANNA L. KELLY

PROFILE

Reliable, mature, and creative high school senior seeking a part-time position where I can use my customer service skills to provide exceptional service to the public.

EXPERIENCE

Food Prep and Cashier

JUNE 2018-SEPTEMBER 2018

Bay Hills Deli, Annapolis MD

- Make sandwiches and deli items in a high-volume restaurant
- Answer customer questions/make recommendations
- Prepare special orders and party trays
- Keep display cases stocked and organized
- Sanitize all equipment and counters after each order
- Operate kitchen equipment including meat slicer
- Meet all applicable health and safety standards
- Handle transactions quickly and accurately

Office Assistant

JUNE 2017-SEPTEMBER 2017

Cygnel Associates, Annapolis MD

- Compile 400 three ring binders and materials for conference attendees.
- Keep track of supplies and tell owner when supplies needed to be ordered.
- Make copies of cover art.
- Use paper cutter, three-hole punch, copy machine, scanner and DVD recorder.

CONTACT

☎ 410-279-8000

✉ BriannaKelly@gmail.com

📍 11 High Drive
Catonsville IL 49009

TRAITS

- Reliable and Dependable
- Friendly
- Hard Working
- Team Player
- Excellent communication skills

EDUCATION

Broadneck High School
Graduation scheduled June 2021
GPA 3.72: Honor Roll Achievement
Advanced Placement (AP) and Honors Coursework

Studio 39, Visual Arts Enrichment Program. Highly competitive admission. (October 2019-March 2020)

Broadneck Orchestra 2017-2020 (Violin)

Qualifications	Brianna
Slice, package, and label baked goods	
Monitor products dates, stock displays	
Clean and sanitize food prep areas, tools, and equipment	
Assist customers with special orders and product selection	
Provide fast and friendly service	
Comply with all food safety and sanitation requirements	
TOTAL SCORE:	

Resume Rating Sheet:

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Discussion Questions:



No paid work experience resume

Animal Technician Ad (SPCA)	
Enthusiastic, energetic	
Feeding, cleaning, medicating	
Provide high quality care	
Keep shelter clean	
Help potential adopters find a pet	
Have love of animals, patience	
Life 50 pounds	
Basic Computer Skills	
TOTAL SCORE:	

Resume Rating Sheet:

Rating	Numerical Score	Description of Score
Does not meet	0	(no evidence)
Might Meet	1	(not clear in resume or cover letter that candidate has specified skill/requirement)
Does meet	2	(clear evidence in resume or cover letter that skill/requirement has been met).

Eloise Clarey

101 Hickory Lane
Springfield, Illinois 34565

410-264-7876

EloiseClarey@gmail.com

OBJECTIVE

Motivated high school graduate with a passion for animals seeking position in animal care. Have a love of all animals. Want to channel my passion into a career in animal care.

EDUCATION

Springfield High School
Springfield, IL 34876
2017-2021

EXPERIENCE

Family and Neighborhood Babysitting
11/2019 to current

Assisted siblings and neighbor children with homework assignments and special projects. Offered age-appropriate, fun, and educational activities for children ages three to ten. Prepared healthy, age-appropriate snacks and meals. Played games, sports, and other planned activities. Maintained routines established by the parents.

KEY SKILLS

- Valid Illinois driver's license.
- Excellent time management skills.
- Reliable.
- Friendly and caring.
- Developing strong communication skills.
- Strong computer skills.
- Maintain safe environment.
- Can lift 50 pounds.

ANIMAL CARE

Fed animals and provided treats. Bathed and groomed dogs and cats. Walked dogs in neighborhood using leash. Administered medication to pet on a as needed basis. Cleaned and sanitized dog and cat beds. Played with toys with pet. Removed ticks off animals and treated for fleas.

Hobbies

Walking, running, biking and staying fit. Playing computer games.

How to Customize Your Resume and Cover Letter

List all of the skills and requirements listed in the job posting. Review your cover letter and your resume to make sure every point in the job posting is addressed.

Skill or Requirement	Cover Letter	Resume



Writing Cover Letters

“Ah, do I have to?”



ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

CONTACT

@ someone@example.com

[212] 555-1234

www.example.com

[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, ST Zip]

ANGELICA ASTROM

DEAR [RECIPIENT NAME],
Are you looking for a [job title] with:

- [Number] years of hands-on experience in [area of expertise]?
- Knowledge of the latest technology in [industry or field]?
- [Excellent written and oral communication skills?]
- [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

[Your Name]

Enclosure

Cover Letters

- 26% of recruiters read cover letters and consider them important in their decision to hire.
- Another study on employer preference suggests that 56% want applicants to attach a cover letter to the resume.
- A CareerBuilder study found that 49% of HR managers consider a covering letter the second-best thing to give your resume a boost (number one being customizing your resume).

Alan Smithee
29 Neibolt Street,
Derry, Maine 04414
(207) 555-5555
Professional.email.address@gmail.com
www.linkedin.com/in/fakedude

Dear Human,

Do I even need to write this cover letter? Just hire me already.

Thanks,
-Alan

To write a cover letter, have a job description that outlines assets and qualifications

Medical Assistant Posting:

“We are seeking Medical Assistant who is friendly, well-spoken, and can multitask in a fast-paced environment.”

Cover Letter

“I am friendly and enjoy engaging with people from all walks of life. I have developed conversational skills and can relate well to patients. I recognize that in a medical office environment that days can be long, hectic and require multitasking. I am up for the challenge.”

To write a cover letter, have a job description that outlines assets and qualifications

Production Worker Job Posting:

“Must be willing to learn new skills, can work with minimal instruction and has attention to detail.”

Cover Letter

“I am eager to learn new skills and be an asset to your company. Once someone shows me how to do something, I learn quickly and require minimal oversight and instruction. I have always paid attention to details which as served me well as a backyard auto mechanic.”

Gather job descriptions for past jobs and future interests

**DOLLAR
GENERAL**



DUTIES and ESSENTIAL JOB FUNCTIONS:

- Provide excellent customer service, greet and assist customers.
- Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary.
- Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays.
- Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays.

Qualifications

KNOWLEDGE and SKILLS:

- Effective interpersonal and oral communication skills.
- Understanding of safety policies and practices.
- Ability to read and follow planogram and merchandise presentation guides.
- Knowledge of basic cash handling procedures.
- Basic mathematical skills.
- Ability to perform cash register functions.
- Ability to stock merchandise.



What are the steps to “customize” your cover letter and resume, so you look like a good “fit?”



Creating a Winning Resume Makes a Difference!

Questions and Answers

