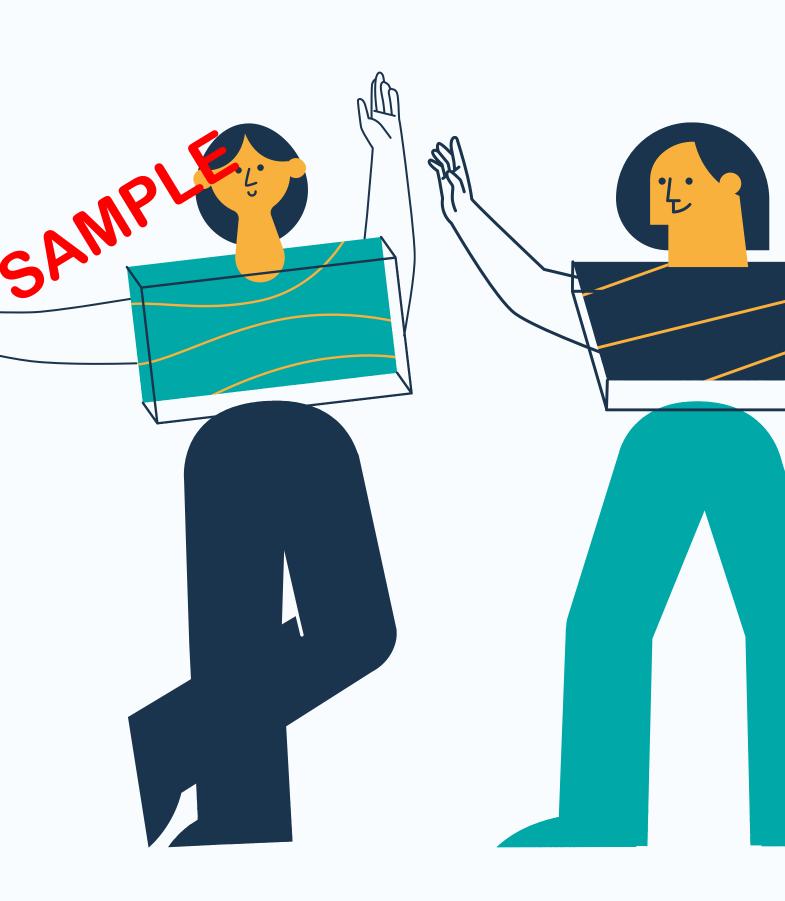
AN INTRODUCTION

RESUME WRITING 101 PHASE CONSULTING SAMPI







Today's Discussion

OUTZINE OF TOPICS

Part 1: What is a resume?

Part 2: When do you need a resume?

Part 3: How to write a resume

Part 4: Where your resume can take you









Definition

Resume /rezu

A resume (also spelled résumé) is a formal document that serves to show a person's career background and skills. In most cases, it's created in order to help a candidate to land a new job. A traditional resume consists of a professional summary, work history, and education sections. It works like your job hunt marketing document.

The word résumé (with two accents) comes from the French language and means summary. This word is used primarily in the US and Canada only. The French and other nations use CV. Curriculum Vitae (CV) is Latin for "course of life."



Definition

Resume /rezu (ve

A resume (also spelled résumé) is a formal document that serves to show a person's career background and skills. In most cases, it's created in order to help a candidate to land a new job. A traditional resume consists of a professional summary, work history, and education sections. It works like your job hunt marketing document.

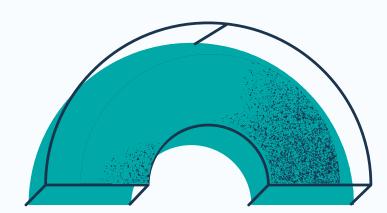
The word résumé (with two accents) comes from the French language and means summary. This word is used primarily in the US and Canada only. The French and other nations use CV. Curriculum Vitae (CV) is Latin for "course of life."



What Does it Look Like?

TYPES OR STYLES OF RESUMES





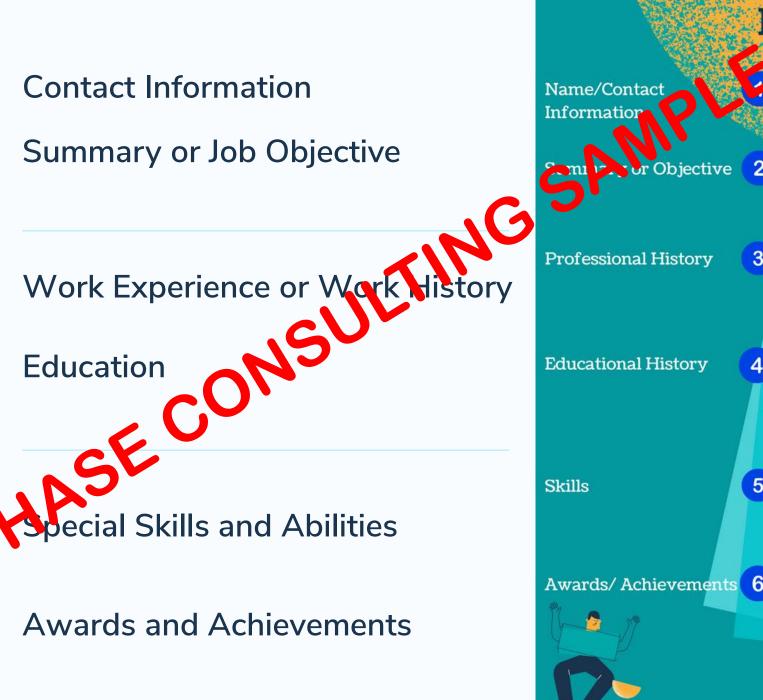
What It Should Include

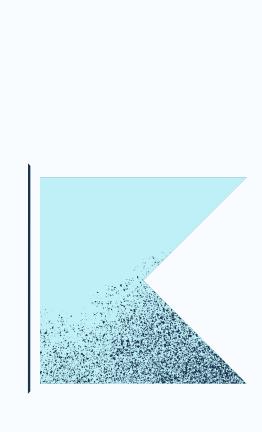
Contact Information

Summary or Job Objective

al Skills and Abilities

Awards and Achievements





Resume Format

Alexandra Wakely







SAMPLE

START WITH YOUR INTERESTS

Start with the things that make you excited!

Industries With Degree Requirements.







Education

There are many opportunities in the field of education. Classroom teacher is only one option!

Medicine

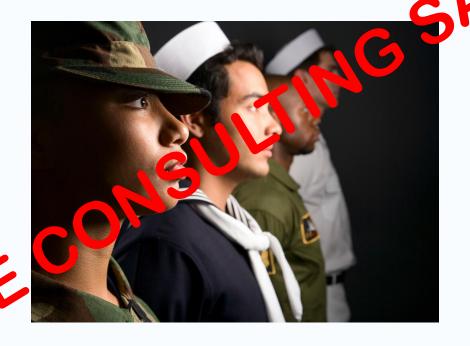
People that are nurturing are always needed in the healthcare industry. There are traditional roles, like doctor or nurse, but there are many other critical positions for those interested.

Law

Some people choose to go to law school on top of their regular advanced degree. If you are passionate about the law, this might be an option for you.

Industries Without Degree Requirements







Construction

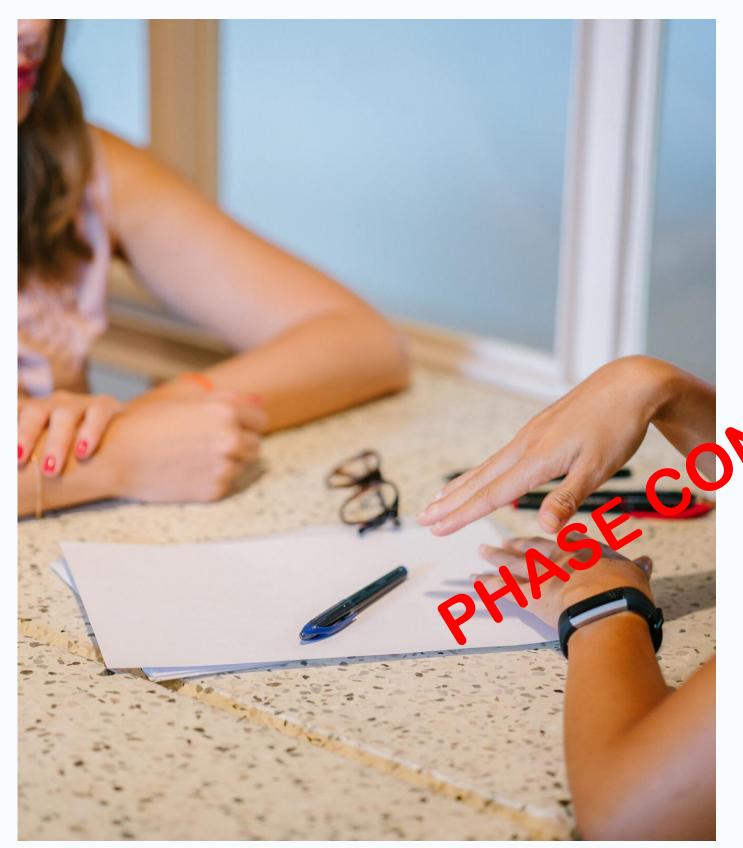
The skills that are learned in this field often come from the 'on the job' experience you gain.

Military

There are opportunities for people in the military that have just graduated high school as well as advancement during your time in the service.

Restaurant Service

Some people have a knack for working in the public sector and are great in food service, whether it's as a waiter/waitress, cook, or host/hostess.



How to Write a Resume

Important information for crafting your marketing document

BRAIN DUMP

List Your Experiences or Skills...

List Your Activities...

List Your Education...

List Any Awards You've Won and When You

Won Them...

List Your Person Interests...



Answer 3 Questions THINK LIKE AN EMPLOYER





Who Are You?

How Can You Help Me Solve My Problems?

Why Should I Trust You?



Networking

What is a petwork?

A troup of people you know who can give you advice, suggestions, leads, and referrals that will bring you to the notice of people who can hire you.

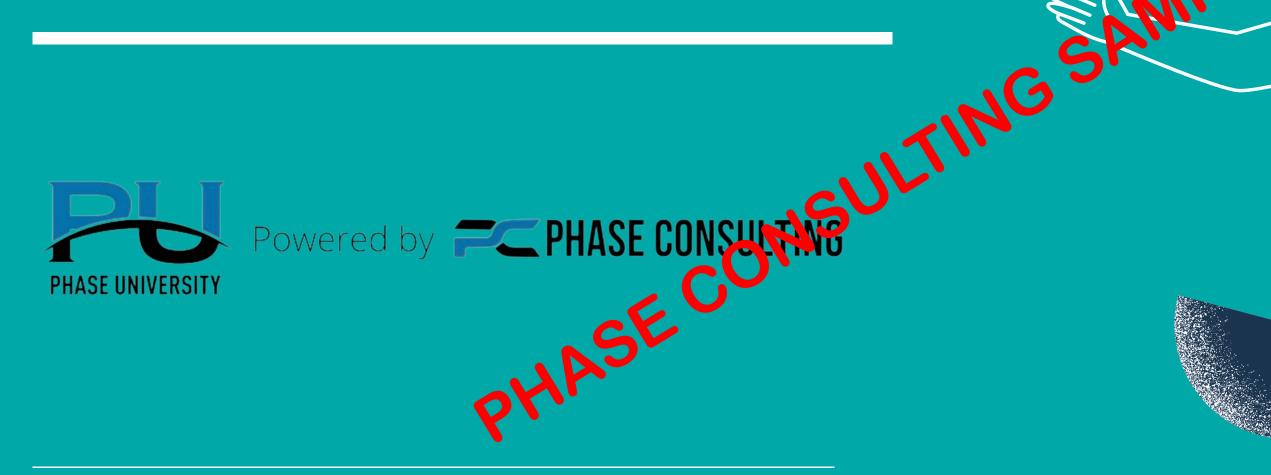
What is networking?

Talking to these people, and making new contacts through people you know in person and people you know online, often overlapping the two and mixing up your means of communication.



THE IMPORTANCE OF HAVING ONE

THANK YOU FOR PARTICIPATING!



Questions? training@phasecp.com/www.phasecp.com

Phase Consulting Partners

