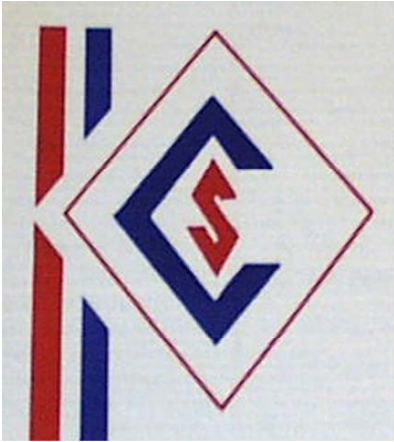


## **CLAREMONT SECONDARY SCHOOL**

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## RESUME TIPS

1. DESIGNED AND FORMATED TO SELL YOURSELF
2. HIGHLIGHT YOUR ACCOMPLISHMENTS IN THE MOST FAVOURABLE WAY
3. DESIGN AND FORMAT SHOULD NOT ONLY REVEAL YOUR PROVEN ABILITIES, BUT DEMONSTRATE YOUR WRITING AND ORGANIZATIONAL ABILITIES
4. ENSURE THAT IT IS EASY TO READ, FACTUAL, HONEST AND POSITIVE
5. USE A WORD PROCESSOR
6. ENSURE IT IS COMPLETE, ACCURATE, AND ERROR FREE
7. AGE, SOCIAL INSURANCE NUMBER OR POOR HEALTH NOT REQUIRED
8. USE QUALITY BOND PAPER -- WHITE, GRAY, BEIGE
9. TAILOR YOUR SKILLS, EXPERIENCE AND ATTITUDE TO THE JOB
10. STAY AWAY FROM SUPERFLUOUS INFORMATION
11. USE ACTION WORDS TO DESCRIBE YOUR ACCOMPLISHMENTS/SUCCESSSES
12. HAVE A LOT OF WHITE SPACE SHOWING
13. TWO PAGES MAXIMUM -- AT THIS STAGE OF YOUR EDUCATION AND EXPERIENCE ONE PAGE IS ALSO SUFFICIENT
14. SPELL OUT WORDS IN FULL
15. CHOOSE, DEVELOP, OR MODIFY A RESUME FORMAT WHICH SUITS YOU

## **CHRONOLOGICAL RESUME**

FULL NAME  
STREET ADDRESS  
CITY, PROVINCE, POSTAL CODE  
PHONE NUMBER EMAIL ADDRESS

*Placement of name address etc. font and style as you desire (professional appearance)*

### **OBJECTIVE**

- ◆ One sentence which capsulizes the direction you hope to take, or describes a short or long term goal, or an expected learning-outcome of your up-coming work experience.

### **EDUCATION**

- ◆ Present grade at Claremont Secondary School
- ◆ List any outside courses or training programs

### **SKILLS**

- ◆ List of your acquired skills/knowledge, particularly if they are applicable to the job for which you are applying

### **WORK HISTORY**

- ◆ Name of company/person and address
- ◆ Date of employment
- ◆ Brief outline of duties - use action words
- ◆ List last position first, first position last

### **VOLUNTEER WORK**

- ◆ Any in-school or community volunteer activity over last 2-3 years.

### **PERSONAL ACHIEVEMENTS**

- ◆ List awards or achievements for past 2-3 years -- use action words (assisted, coached, drove, built, collected, operated, etc.)

### **INTERESTS/ACTIVITIES/HOBBIES**

- ◆ An important section, especially if you have little work experience
- ◆ If possible, try to parallel the skills required of your interest to the job for which you are applying

### **REFERENCES**

- ◆ List two or three persons who can comment on your abilities and character -- a previous employer, instructor, teacher, clergy
- ◆ Before listing a reference, you need permission from that person

**NOTE: Do not feel that you must follow this example "to the letter" -- format the resume to suit you.**

## **BIOGRAPHICAL RESUME**

*(Makes use of full sentences/paragraphs rather than point form)*

**FULL NAME**  
**ADDRESS**  
**TELEPHONE**  
**EMAIL**

### **PROFILE**

- MY BACKGROUND, AND HOW IT MIGHT PERTAIN TO A POSITION FOR WHICH I AM APPLYING
- STRENGTHS WHICH MAKE ME A UNIQUE PERSON TO DISTINGUISH ME FROM OTHERS
- STATEMENT OF MY SUCCESSES
- MY IMMEDIATE, SHORT, OR LONG TERM GOALS
- WHAT GOALS HAVE I MET, AND HOW DID I ACCOMPLISH THEM?
- HOW WOULD MY CHARACTER/PERSONALITY/INTEREST APPEAL TO AN EMPLOYER?
- WHO AM I?

### **EXPERIENCE**

- WHAT HAVE I DONE?
- WHAT DID I DEVELOP?
- WHAT ACTION WORDS HAVE I ACCOMPLISHED?
- HOW DOES MY EXPERIENCE RELATE TO THE POSITION FOR WHICH I AM NOW APPLYING?
- HAVE I PARTICIPATED IN MY COMMUNITY?
- WHAT IS MY CURRENT STATUS?
- WHERE HAVE I TRAVELLED?
- HOW CAN MY EXPERIENCE AND/OR EDUCATION HELP THIS EMPLOYER?
- WHAT SKILLS HAVE I ACQUIRED?

### **REFERENCES**

- LIST TWO OR THREE PERSONS WHO CAN COMMENT ON MY CHARACTER AND ABILITY OR A PREVIOUS EMPLOYER, CLERGY, TEACHER, OR INSTRUCTOR
- I MUST OBTAIN PERMISSION FROM THEM

***Note -- there is not a standard approach to this type of resume. Devise your own format. Avoid the use of too many "I" did this "I" did that, etc. It should be one page in length, on good bond paper, concise, focused and readable within a very short time.***

## COVER LETTER TIPS

Cover letters are extremely important! Facts are good, attitudes are better. It is to accompany your resume.

1. Spelling, grammar, punctuation are to be 100% correct
2. Address it to someone in authority -- find out who that is.
3. Convey your enthusiasm and commitment (and even passion) for this type of work.
4. Identify at least one thing that is unique or distinguishing about you -- and relevant to the position.
5. Be professional but friendly.
6. Avoid use of generic terms, such as "please find enclosed " and "please accept this letter".
7. Be specific about what you can offer.
8. Highlight the particular aspect of your education, work experience, activities, interests or personality that would make you an asset to the company.
9. Be as brief and focused as possible.
10. The person who reads this must like you.
11. Tailor the letter to match the duties and qualifications of the job. Show that you have done your "homework" -- that you know the employer's priorities and concerns.
12. Be specific about why you are writing. When responding to an advertised job vacancy, your letter should refer to each qualification stated in the advertisement. For example, if the ad says "must be able to work weekends", state clearly in your letter that you are willing and available to work during weekends.
13. Write a different letter for each application.
14. Use action words, both in your resume and cover letter:

Analyzed, completed, conducted, co-ordinated, delivered, designed, evaluated, implemented, maintained, planned, prepared, produced, sold, promoted, researched, scheduled, started.

Although only one page in length, a good covering letter is difficult to produce. One of the most important things you can do is to **take the time to make it as effective as possible**.

***"I search for clues, not only about skills and experience, but about your personality, your attitude and your work habits." -- personnel manager***

## EMPLOYABILITY SKILLS

### SKILLS, ATTITUDES AND BEHAVIOUR NECESSARY FOR EMPLOYMENT

To enable you to practice critical skills required in the work place, try to develop one, some or all of these employability skills:

- ◆ Effective communication skills
- ◆ Problem-solving and decision-making skills
- ◆ A positive attitude towards duties/responsibilities
- ◆ A "work ethic" --confidentiality, regular attendance, punctuality, honesty, trustworthiness, cheerfulness, dependability, flexibility, sense of humor, work etiquette, enthusiasm
- ◆ Respect for diversity and individual differences
- ◆ The ability to function as effective team members
- ◆ The ability to meet performance standards
- ◆ The ability to perform work in a safe manner
- ◆ To understand the organizational structure of work

If you have not yet determined a specific goal as required for your student learning plan, the above mentioned skills would certainly fulfil this need. You are also encouraged to discover other skills which you feel are important to your particular circumstances. These are but a few of the skills required by today's employers.

Such skills could also be mentioned in your cover letter, thereby advising your employer the skill(s) you wish to improve upon or develop during your work experience.

# THE INTERVIEW

## THE PHONE CALL

- ◆ Speak clearly, slowly
- ◆ Ask for person by name
- ◆ Give your name, Claremont program, teacher involved
- ◆ Ask for convenient appointment time -- preferably after school, but this is not always possible
- ◆ Record date, time, directions how to get there
- ◆ Thank you

## PREPARATION

- ◆ Be neat, clean, well-groomed (you are to represent their company -- as well as Claremont)
- ◆ Dress conservatively -- avoid extremes
- ◆ Don't have a cigarette just before the interview
- ◆ Arrive a few minutes early
- ◆ Go to your appointment alone
- ◆ Be sure you know who you are going to talk to
- ◆ Ensure you have your papers with you
- ◆ Remove sunglasses, gum, candy

## DURING THE INTERVIEW

- ◆ This is a "get-acquainted" meeting between you and the employer
- ◆ Be aware of what you do besides what you say (body language)
- ◆ Shake hands, and make good eye contact
- ◆ Sit down when invited
- ◆ Sit up straight
- ◆ Smile, relax (deep, quiet breath)
- ◆ Reveal a positive and friendly attitude (partly by the countenance on your face)
- ◆ Listen  
What is my job?  
Who is my supervisor?  
What are my duties, responsibilities?  
What are my hours  
What is the dress code?  
What are the safety concerns?
- ◆ Communicate -- you may be asked:  
What are your goals?  
What type of worker are you?  
Describe your successes/failures  
School -- likes/dislikes?  
What skills can you bring to this job?  
What do you hope to gain from this experience?  
Tell me about yourself  
Describe your work history
- ◆ Avoid using slang -- "like, you know", "and stuff", "like, I mean"
- ◆ Be diplomatic -- avoid criticism of past employers
- ◆ Be honest -- "I left my last position because I did not see eye-to-eye with my supervisor"
- ◆ Be enthusiastic -- show your eagerness, interest, or even passion
- ◆ Thank the interviewer

# CHRONOLOGICAL RESUME -- WORKSHEET

USE TOGETHER WITH CLAREMONT RESUME TIPS IN CAREER CENTRE OR ON WEBSITE

<b>NAME:</b> <b>ADDRESS:</b> <b>CITY PROVINCE, POSTAL CODE:</b> <b>PHONE:</b>	<b>EMAIL:</b>
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<b>OBJECTIVE:</b>	
<b>EDUCATION:</b>	◆ ◆ ◆ ◆
<b>SKILLS:</b> use power tools, computers, etc.	◆ ◆ ◆ ◆
<b>WORK HISTORY:</b>	◆ ◆ ◆ ◆
<b>VOLUNTEER WORK:</b>	◆ ◆ ◆ ◆
<b>PERSONAL ACHIEVEMENTS:</b>	◆ ◆ ◆ ◆
<b>INTERESTS ACTIVITIES/HOBBIES:</b>	◆ ◆ ◆ ◆

<b>REFERENCES:</b>	