

DRESS FOR SUCCESS

&

RESUME WRITING

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DRESS FOR SUCCESS & RESUME WRITING

“

*You never get a second chance
to make a first impression”*

~ Unknown ~

STUDENT ACTIVITY: “DRESS TO IMPRESS”

- ❖ We will explore how to dress for an interview or a job by wearing clothing, accessories, and hairstyles that are considered business attire.
- ❖ Divide into small groups or pairs.
- ❖ In your groups, select and circle the proper business attire for men and women to wear. Work as a team!
- ❖ Note: There may be more than one type of attire that is suitable for business.
- ❖ You only have 1 minute!

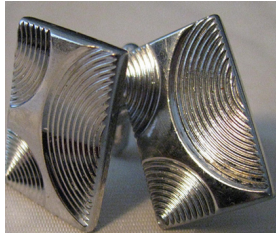


DRESS TO IMPRESS



How well do you know how
to dress professionally
from head to toe?

BUSINESS ATTIRE FOR MEN



BUSINESS ATTIRE FOR MEN



DRESS TO IMPRESS



How well do you know how
to dress professionally
from head to toe?

BUSINESS ATTIRE FOR WOMEN



BUSINESS ATTIRE FOR WOMEN



WOMEN

❖ Do wear:

- Dark colored jackets with matching skirt or slacks
- closed toe dress shoes with a 2 inch heel
- plain hose
- well groomed hair and nails





FIRST IMPRESSIONS COUNT

❖ It takes less than 5 seconds to form a first impression.

- Social status
- Health
- Educational level
- Intelligence
- Ambition

FIRST IMPRESSION....

HOW ARE YOU JUDGED?

- ❖ Appearance and body language = 55%
- ❖ how you talk = 38%
intonation, pacing and inflection
- ❖ what you say = 7% verbal content

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LET'S WATCH A CLIP!

<https://youtu.be/n0DFwGy8wUg>



PURPOSE OF A RESUME

- ❖ Resume: A critical tool to getting the job you want
- ❖ The first thing an employer sees to develop an impression about you
- ❖ Can be your first and greatest advertisement: Way to promote/ sell yourself to any employer

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3 TYPES OF RESUMES

- ❖ **CHRONOLOGICAL:** Lists all jobs you've had in reverse chronological order (most recent/newest listed first) – includes employer, tasks, and accomplishments.
- ❖ **FUNCTIONAL:** Shows accomplishments/achievements by listing skills you exhibited while doing them – tells what you know how to do – helpful format if little job experience
- ❖ **COMBINATIONS:** Combines both chronological and functional – can often be your best choice of a resume

CHRONOLOGICAL RESUME

- ❖ Lists all jobs you've had in reverse chronological order – Includes employer, tasks, and accomplishments while at the job
- ❖ Traditional way to do a resume and a good way if you are established in a career

ELIZABETH DUSHANE
5555 Lakewood Road
Warren, OH 44481
(330) 555-5555

OBJECTIVE: Mechanical Engineer

ENGINEERING EXPERIENCE:

Industrial Engineer **1998-2007**
Tool Incorporated, Warren, OH

- Designed a plant layout for the shipping department
- Developed a multi-step shipping process improvement plan

Design Engineer **1995-1998**
Mechanical Systems, Columbus, OH

- Developed a complete safety package for a robot loader
- Designed hydraulic double stack lift
- Redesigned dairy open style conveyor
- Trained 10 engineers on AutoCAD Rev. 12
- Evaluated and purchased machine components

HVAC Engineer Assistant **1990-1995**
Engineering Consultants, Columbus, OH

- Prepared building and equipment bid specifications
- Evaluated HVAC equipment options
- Incorporated EPA and OSHA regulations into safety procedures
- Created working drawings on AutoCAD Rev. 1

MANAGEMENT EXPERIENCE:

Supervisor **1987-1990**
College Police Department, Cincinnati, OH

- Supervised more than 50 student security personnel
- Maintained security accounts and budgets
- Interviewed, hired, field trained and conducted performance appraisals
- Prepared 25-page monthly report

Manager **1986-1988**
Building Management Co., Cincinnati, OH

- Maintained and performed building improvements

EDUCATION:

Bachelor of Science Degree: Mechanical Engineering **1986-1990**
Minor: Engineering Management
University of Cincinnati, Cincinnati, OH

Course Work: Thermodynamics, Heat Transfer, HVAC,
Machine Design, Fluid Power, IBM Compatible
AutoCAD 12, FORTRAN, Lotus and Quattro Pro



FUNCTIONAL RESUME

- ❖ Shows accomplishments/ achievements by listing skills you exhibited while doing them – tells what you know how to do
- ❖ Best when a lot of details are included and targeted towards the jobs you're applying for
- ❖ Ideal resume type for those with little work experience, still in school, fresh out of college, or changing careers
- ❖ *Note: Sometimes this type of resume is not as widely accepted by employers*

EXAMPLES OF A FUNCTIONAL RESUME

Chris Attwater

567 Rosewood Lane ♦ Colorado Springs, CO 81207 ♦ (960) 555-1212 ♦ cattw@somedomain.com

Objective

Executive assistant position allowing for parlay of demonstrated organization, customer service, communication and project management skills proven by 12 years of successful, profitable self-employment.

Profile

Motivated, personable business professional with multiple college degrees and a successful 12-year track record of profitable small business ownership. Talent for quickly mastering technology – recently completed Microsoft Office Suite certificate course. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent HMO and insurance guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ Computer Savvy
- ♦ Insurance Billing
- ♦ Report Preparation
- ♦ Customer Service
- ♦ Accounting/Bookkeeping
- ♦ Written Correspondence
- ♦ Scheduling
- ♦ Front-Office Operations
- ♦ General Office Skills
- ♦ Marketing & Sales
- ♦ Professional Presentations

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Prepare complex reports for managed-care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.
- ♦ Design and deliver series of classes for local businesses and associations, providing ergonomic counseling and educating employees on proper lifting techniques to avoid injury.
- ♦ Conduct small-group sessions on meditation/relaxation techniques.
- ♦ Communicate medical concepts to patients using layman's terms to facilitate understanding.
- ♦ Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite certificate course.

CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- ♦ Oversee front-office operations and provide impeccable customer service:
 - Built a clientele supported by 60% referral business.
- ♦ Develop and implement strategic marketing plan for business:
 - Launched a thriving private practice, building revenue from \$0 to over \$72K in first three years with minimal overhead.
 - Create special promotions, write/design print and outdoor advertising and coordinate all media buying.
- ♦ Won over a highly skeptical medical community as the first chiropractor to target MDs for informative in-service demonstrations, classes and booths:
 - Presentations resulted in standing-room-only crowds of 50+.
 - Four MDs subsequently became patients and referred family members as well.
 - Increased client base by one-third resulting from MD referrals.

Chris Attwater

Résumé, Page Two

Available for Relocation

Professional Experience, continued

DETAIL MASTERY & ORGANIZATION

- ♦ Manage all aspects of day-to-day operations as multisite owner and practitioner of Attwater Chiropractic:
 - Facility rental/maintenance.
 - Patient scheduling for busy office averaging 52 appointments weekly.
 - Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.
 - Supervision of a total of eight medical receptionist interns.
 - Compliance with all healthcare facility, HMO and insurance requirements.

Employment History

ATTWATER CHIROPRACTIC – Colorado Springs, CO; Pueblo, CO; Cheyenne, WY
Owner/Operator, 1997 to Present

LAKEVIEW RESTAURANT & CAFE – Minneapolis, MN
Waitress, 1994 to 1997

Education

NORTHWESTERN COLLEGE OF CHIROPRACTIC – Minneapolis, MN
Doctor of Chiropractic Degree, 1997
(Four-year advanced degree requiring 30-34 credit hrs. per quarter.)
GPA: 3.89/4.0

Licensed to practice chiropractic in Colorado, Minnesota, Wyoming and Montana.

BARTON COUNTY COMMUNITY COLLEGE – Great Bend, KS
Associate's Degree in Pre-chiropractic, 1993
GPA: 4.0/4.0

Computer Skills

- ♦ Microsoft Word
- ♦ Microsoft Excel
- ♦ Microsoft PowerPoint
- ♦ Visio
- ♦ Microsoft Access
- ♦ Medisoft (Insurance Billing Software)

567 Rosewood Lane ♦ Colorado Springs, CO 81207 ♦ (960) 555-1212 ♦ cattw@somedomain.com

SHIRLEY ADAMS
1234 56th Avenue
Apartment #203
Tucson, AZ 85725
(520) 555-5555

COMBINATION RESUME

SUMMARY

Dependable **General Office Worker** with more than 10 years of transferable experience. Proven clerical, customer service and communication skills in a variety of settings. Upbeat, positive attitude with a history of producing quality results and satisfied customers. Computer literate.

SELECTED SKILLS

General Office

- Organized and implemented group activities in an efficient manner
- Scheduled appointments and assured timely arrival
- Maintained accurate financial records, and paid all invoices on time
- Answered phones and took accurate messages
- Prepared reports and created documents using MS Word and WordPerfect
- Located desired information using the Internet

Customer Service

- Welcomed customers and visitors in a friendly and courteous manner
- Provided customers/clients with desired information in a timely manner
- Listened, calmed and assisted customers with concerns
- Established friendly and lasting relationships

Communication

- Utilized Internet email as an effective communication tool
- Answered phones in a courteous and professional manner
- Established rapport with diverse individuals and groups
- Demonstrated ability to express ideas in a team environment and influence action

RELATED VOLUNTEER EXPERIENCE

General Office Volunteer	Salvation Army – Tucson, AZ	2013-2014
Elected Secretary	Parent Teachers Association (ISD 01) – Tucson, AZ	2010-2013
Event Coordinator	Neighborhood Involvement Program – Phoenix, AZ	2008-2010
Group/Activities Leader	Girl Scouts of America – Phoenix, AZ	2005-2007
Family Manager	Self-employed – Tucson, AZ	1999-2005

EDUCATION

High School Diploma, Central High School, Phoenix, AZ

❖ Combines both chronological and functional – *Can often be your best choice of a resume*

❖ Lists groups of skills and a history of jobs in reverse – *Chronological order*

❖ Job history just has the title of the jobs you've had, where you worked, and dates

RESUME BRAINSTORM

- ❖ Lets' make your resume! even if you already have one now is a good time to strengthen it.
- ❖ Think of all of your accomplishments/ achievements that you can list since the summer of 8th grade until now

RESUME BRAINSTORM

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My Resume Brainstorm

Instructions: Write down all that you can think of for each category starting in the summer of your 8th grade year and *include the dates (month and year)*.

SKILL AREAS YOU HAVE DEVELOPED:

Definition of some skills:

Interpersonal Skills—skills that are about your attitude, work ethic, reliability, flexibility, personal interaction with co-workers/customers/others

Technical/Manual Skills—skills that list your computer hardware and software abilities, machines you can operate, things you can put together, items you can handle, stack, lift, turn, repair or place

Communication Skills—skills that describe your listening, writing, language abilities, understanding and speaking a foreign language, presenting information to groups, or team, listening, taking directions

Customer Service Skills—problem solving, work well with diverse populations, putting the customer first, go the extra mile skills

Organizational Skills—skills that demonstrate your abilities to get a job done, planning, develop new ways of doing things, initiate improvements to a job, assist others in getting a task done, efficiency on the job.

Management Skills—skills that exhibit your leadership role with a company, group or club, supervision of others, financial related duties for a company, managing a shift, closing or opening a business daily, organizing routines or work schedules.

Sales Skills—selling products to others, understanding costs and products, receipting money and making change, willing to help others, displaying merchandise skills, retain a client base.

Secretarial Skills—write business letters, data entry, operate office machines including computers, keep inventory, order supplies and scheduling.

This skills list is taken from a document posted on Wenatchee High School's (in WA) website, whs.wsd.wednet.edu/

LIST YOUR SKILLS HERE (Note: you may have skills to put that are not in the above example list):

Module 3: Career-Readiness: Getting That Job, Scholarship, or College Acceptance- Dressing for Success and Resume Writing
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EDUCATION

List the schools you have attended (from 9th grade until now) and their city and state, any workshops or trainings you may have attended, any certifications you may have (and from where), etc.

WORK/PROFESSIONAL EXPERIENCE

List jobs you have held (include babysitting or odd jobs, whether paid or not)

VOLUNTEER EXPERIENCE

List any places or causes for which you have volunteered (include things like cancer or AIDS walks, school fundraisers)

EXTRACURRICULAR ACTIVITIES

List any school activities and activities outside of school that you participate in

KEY AREAS FOCUSED ON IN JOBS, ACTIVITIES, SERVICE & TASKS DONE IN EACH CATEGORY

Ex: Program Management

- Led student government association in planning and hosting Homecoming lunch activities
- Developed, staffed, and managed a summer program for middle-school students

Ex: Website Design

- Developed and updated senior class website for local high school
- Created logo and wrote verbiage for the sale of sports supplies on teen sales consultant's website

List Key Areas and bullet tasks here:

STATEMENT SUMMARIZING YOUR CHARACTER, WORK TRACK RECORD, ETC.

Write one for your resume. *Example: Commitment to excellence with a track record of dedication and success*

OBJECTIVE

Oftentimes, people will define an objective they are trying to meet: to obtain a certain type of job, scholarships, etc.) It is not required, and since you may be using your resume for jobs, college admissions, scholarships, etc., we will not define an objective today.

Module 3: Career-Readiness: Getting That Job, Scholarship, or College Acceptance- Dressing for Success and Resume Writing
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POWER WORDS FOR RESUMES

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Power Words for Resumes

Instructions: While writing your resume, use words such as the ones below to your share your experience for use in the bulleted section of the "Work/Professional Experience" section.

Developed	Presented
Founded	Quantified
Hypothesized	Raised
Helped	Recruited
Headed	Reorganized
Identified	Recommended
Initiated	Refined
Improved	Reported
Increased	Represented
Influenced	Resolved
Implemented	Solved
Justified	Supervised
Launched	Spearheaded
Lectured	Streamlined
Logged	Selected
Managed	Secured
Maintained	Tested
Maximized	Tutored
Modeled	Translated
Monitored	Traveled
Motivated	Utilized
Negotiated	Upgraded
Observed	Unified
Operated	Validated
Ordered	Wrote
Organized	Won
Originated	
Performed	
Persuaded	
Promoted	
Proposed	

Module 3, Lesson 3: Getting That Job, Scholarship, or College Acceptance- Dressing for Success and Resume Writing
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- ❖ The choice of words you use to show your work experience can literally help or prevent you from getting an interview, job, scholarship, or college admittance
- ❖ It is critical the words you use describe what you've done in a powerful way:
- ❖ "Implemented" vs. "Did", "reorganized" vs. "Changed," "founded" vs. "Started"
- ❖ Use this list as a glossary of words to choose from when describing the tasks you've done in your resume

RESUMES DO'S



- ❖ Your resume should be at least one (1) page as your career history gets more lengthy, a resume should be more than 1 page is acceptable. Condense items to fit on no more than two (2) pages to increase chances of it being read
- ❖ The first thing on top should be your first, middle, and last name – bolded and centered
- ❖ For your personal information, create an email that is professional sounding, not one that is slag or socially charged

I.E. PICK

➤ michaelthomas@gmail.com

NOT emails like

➤ toocuteforu@yahoo.com

➤ sexylisa98@Hotmail.com or

➤ bigmoneyhustla@gmail.com

RESUMES DO'S



- ❖ Keep the same font, format, and organization the whole way through.
- ❖ Proofread, proofread, proofread – *Do not have spelling or grammar errors!*
- ❖ Use power words (also called strong action verbs) to describe things you have done.
- ❖ Always edit your resume to be slated towards the job or scholarship you are trying to get. If it's for college admission, no need to word resume to fit that particular college/university it may not be necessary.

RESUME DON'TS

- ❖ Include: personal hobbies and interests, more personal information (age, marital/family status, political affiliations), abbreviations, fancy fonts, photos.
- ❖ Usually people do not list references on their resumes. They do, however, have a list of people they can use as a reference if asked. It is most common to put “references” available upon request” on the resume.



WRITE YOUR OWN COMBINATION RESUME

- ❖ Use your “*my resume brainstorm*” to write your own combination-type resume.
- ❖ You will write this version as you are only in high school and not yet established in a career.
- ❖ Highlight your skills, any work experience (formal or informal), activities, community service, honors
- ❖ Use Calibri or times new roman font to ensure it looks professional,
✓ 11, 12 font size

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Your First Name Last Name (larger than your personal info below)

Street Address

City, State, Zip Code

Phone Number

Email address

Your Summarizing Statement

KEY STRENGTHS/SKILLS SUMMARY (you can label this section either of these two titles)

Put your skills/strengths here →

•
•
•

WORK/PROFESSIONAL EXPERIENCE (whichever title is more fitting based on the work you've done)

Area _____
•
Area _____
•
Area _____
•

Key areas focused on in jobs, activities, service, and bulleted tasks done in them

EMPLOYMENT HISTORY

Place of Employment - City, State

Title of Job, Month & year started - Month &

EDUCATION

Name of High School (bolded), City, State, Year of Graduation

List any diploma distinctions, your GPA (if 3.0 or higher), any certifications you may have. When in college, remove high school and replace with name of college, Bachelor of Arts/Science in Whatever your Major, expected graduation year

EXTRACURRICULAR ACTIVITIES & COMMUNITY SERVICE

List all of these here since the summer of 8th grade

HONORS & AWARDS

List all of these here since the summer of 8th grade

REFERENCES
Available upon request

WOMEN



X

➤ Short skirts



X

➤ Mule Shoes

DON'T WEAR:



X

➤ Ponytails Or Braids



X

➤ Gaudy Or Flashy Jewelry

➤ Lingerie-style Blouses Under Suits

X





WHAT QUESTIONS DO YOU HAVE?

What is something you learned today?

**THANK YOU
FOR
PARTICIPATING**