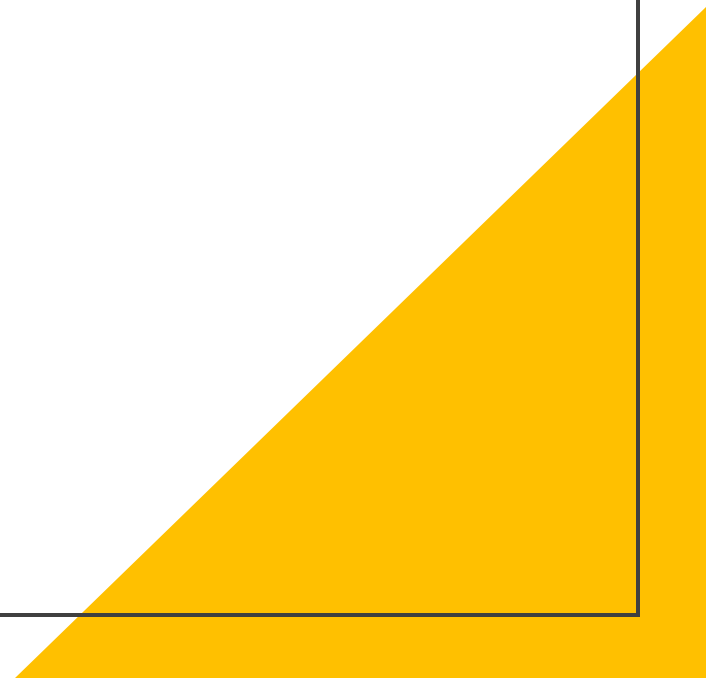





Best Practices to Help Students Find a Career

A resource for Cincinnati Educators





**WHAT ARE WE
TALKING ABOUT?**



Overview of Program

- Who is CincySHRM and *our why* for this program.
- Module 1 – How to Create a Resume?
- Module 2 – How to Search and Apply for a New Job?
- Module 3 – Interview Best Practices

Who is CincySHRM? What is HR?

- The Society for Human Resource Management (SHRM) is a professional human resources membership association headquartered in Alexandria, Virginia. SHRM promotes the role of HR as a profession and provides education, certification, and networking to its members
- CincySHRM is the largest local SHRM Chapter in our region bolstering a robust and engaged membership.
- CincySHRM is a resource for HR professionals
- HR (Human Resources) is responsible for hiring and firing, compensation and employee benefits, training and development, compliance, and workplace safety

Module 1- How to create a resume

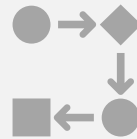
- In this module, we will cover:
 - What is the purpose of a resume?
 - What should be included on a resume?
 - Group Activity- Build a Resume
 - Creating and Saving a Resume
 - Challenge #1



What is the purpose of a resume?



A resume is important because it helps to immediately display to a company that you are (or are not) a good fit for a job.



Your resume is a living document that continues to develop as you gain professional experiences and life skills



A resume is a snapshot showcasing you, your experience, and your skills

Make sure to include...

- Contact Information

- Full Name
- Phone Number (make sure to create a professional voicemail message)
- Email Address (if you don't have a professional email address, create one on google, yahoo, etc.)
 - Many candidates are ruled out for interviews because they have a non-professional email address
ex. Takigurl2000@gmail.com

- Academic Goals, Volunteer Interest, Club and Sport Participation

- Arrange this chronologically starting with the most recent at the top

- Employability Skills

- Example: Team Player, Independent Worker, Microsoft Office, Quick Learner, Time Management, Effective Communication

- Education

- Make sure to include the year you're projected to graduate (i.e. Expected graduation 2025)

- Previous Work & Volunteer Experience

- Arrange this chronologically starting with the most recent at the top

- References

- Some interviewers will ask you to provide 3-5 references, people they can reach out to and ask about your previous experience. Only include people you know will speak highly of you and that you have asked permission to include as a reference!
- For high school, your Guidance Counselor, Coach, Teacher, etc. make great references

Group Activity- Build a Resume

Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

Company, Location — Job Title
MONTH 20XX - PRESENT
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Company, Location — Job Title
MONTH 20XX - MONTH 20XX
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Company, Location — Job Title
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EDUCATION

School Name, Location — Degree
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PROJECTS

Project Name — Detail
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SKILLS

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LANGUAGES

Lorem Ipsum, Dolor sit amet,
Consectetur

- In small groups (4-5 students and 1 mentor) work together to build a resume
 - Students, if you have done this Module before, please make sure you do a different set of Resume Building cards
- Materials: 1 Set of Resume Building Cards
- Questions: What should be included on a resume? What don't you need?

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

Contact information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Talk about the resume you created

- What did you include? What did you omit?
- What was the format of your resume?
- Tip: Your resume is a snapshot and a celebration of YOU! Keep it concise (1 page max) and relevant to your experiences and skills
- Tip: Employers may review your social media pages (Facebook, Twitter, Instagram, TikTok, Snapchat) prior to inviting you to an interview. The internet is forever...



Creating and Saving a Resume

- Free templates are available on Google Docs and Microsoft Office Word
 - Tip: Make a folder on your desktop or Google Drive to save all your employment documents for easy access
 - Tip: Save your resume digitally! If you are making it on a shared device, email a copy to yourself
- Resources
 - Your community **public library** has great resources and people to help you create a resume and apply for jobs!
 - Arrange a time to meet with the **Career Specialist** or **Guidance Counselor** at your school!



Challenge #1

- If time during the lesson, using the Resume & Job Application Cheat Sheet handout, organize the information you need to create a resume and apply for a job!
 - Tip: Make sure to include everything important (contact info, employability skills, previous work/volunteer experience, references, etc.)
- Homework- Finish your cheat sheet. Have this ready to share at our next visit. Want to go above and beyond? Using either a Google Doc Resume Template or a Word Doc Resume Template, create your first resume!



Student Surveys

- Student Survey
 - After completing the module, please take a couple of minutes and use the QR code or type the link into your browser to complete the survey:
 - <https://www.surveymonkey.com/r/AACCincySHRM1>

