

# NEXT STEP READY:

THE EMPLOYMENT CHALLENGE

# Order of Presentation:

1. Resumes

2. Dressing for Success

# Ultimate Rules re: Employment

1. We only get one chance to make a first impression; and
2. The first impression is the lasting impression!!

# Resumes:

1. The very first thing that an employer (or college recruiter) will see is our resumes;
2. An employer (or college recruiter) will spend less than a minute looking at our resumes;
3. That means that our resumes must be so well-written that it draws the employer's (or college recruiter's) attention and makes this person want to learn more about us.

# Resumes:

General Rules:

**1. Grammar!! Grammar!! Grammar!!**

**Use the CORRECT word!!**

Ex. – There, their & they're

To, two & too

Your & you're

Its & it's

# Resumes:

General Rules:

1. **Grammar!! Grammar!! Grammar!!**

Using the correct homonym of words is  
**FUNDAMENTAL!!**

Principle vs. Principal

Who's vs. Whose

Feet vs. Feat

Sea vs. See

Dear vs. Deer

Fail vs. Fell

# Resumes:

General Rules:

**1. Grammar!! Grammar!! Grammar!!**

**Correct spelling of words is FUNDAMENTAL!!**

Conversate vs. Converse

Meant vs. Mint

Every thing vs. Everything

Specific vs. Pacific

Taylor vs. Tailor

Where vs. wear

# Resumes:

General Rules:

## 1. Grammar!! Grammar!! Grammar!!

Utilizing correct tenses of verbs is  
FUNDAMENTAL!!

Ex. – “I learned that month-to-month sales and payroll deductions ISN'T necessary to calculating monthly business costs.” (Correct tense: AREN'T)

# Resumes:

General Rules:

## 1. Grammar!! Grammar!! Grammar!!

Utilizing correct tenses of verbs is  
FUNDAMENTAL!!

Ex. – “A person DON'T have to first register to vote to be considered for employment at ABC Construction.” (Correct tense: DOESN'T)

# Resumes:

General Rules:

1. **Grammar!! Grammar!! Grammar!!**

**Correct use of punctuation is FUNDAMENTAL!!**

Ex. – “I utilized my skills to create an updated recording-keeping system, I established employee-reporting procedures.”

# Resumes:

General Rules:

1. **Grammar!! Grammar!! Grammar!!**

Correct use of punctuation is FUNDAMENTAL!!

Ex. – “Developed data-tracking process.  
Established control standards for testing.  
Implemented improved testing  
procedures.”

# Resumes:

General Rules:

1. **Grammar!! Grammar!! Grammar!!**

**Correct use of punctuation is FUNDAMENTAL!!**

Ex. – “I’m seeking an employment position that allows me to utilize my accounting and business management skills~~;~~”

# Resumes:

General Rules:

**2. Create a resume tailored to the job sought!!**

Ex. – When seeking an biological engineering internship, submitting a resume created for a chef's position at a local restaurant is professional suicide.

# Resumes:

General Rules:

**2. Create a resume tailored to the job sought!!**

This means that we're going to have to create **MULTIPLE** resumes specific to the employment opportunities sought.

# Resumes:

General Rules:

## 3. Stay relevant!!

Ex. – If we're applying for an administrative assistant position in a corporate office, it **ISN'T** relevant how many times we won the NC High School 4-A Football or Basketball Championship.

# Resumes:

General Rules:

## 3. Stay relevant!!

Ex. – If we're applying for a discipline-specific scholarship, our interests in crocheting, camping and comic book collecting **AREN'T** relevant and should not be included in our resumes.

# Resumes:

General Rules:

**4. Be specific without being overwhelming!!**

Ex. – “Utilized and demonstrated excellent office management skills.”

# Resumes:

General Rules:

**5. Demonstrate results applicable to the job sought!!**

Ex. – When applying for an electrical engineering assistant position with Duke Energy, highlight educational success and extracurricular involvement in activities focused electrical engineering.

# Resumes:

General Rules:

**5. Demonstrate results applicable to the job sought!!**

Ex. – “Completed all electrical engineering coursework as part of the NAF Engineering Academy; selected to represent school in county-wide high school electric engineering symposium; summer employment as electrical engineering assistant at Bobby Duke James Electrical Company.”

# Resumes:

## General Rules:

### **6. Be yourself!!**

- Don't use 25 words when 10 words will do;
- Stick with the vocabulary you typically use;
- Allow our essential character to “shine through” your resume;

# Resumes:

1. Before we type the first character of our resumes, we must research the company (or college) we want to join.
2. When creating our resumes, we must be professional.
3. Begin by providing our full names, actual mailing address, best contact number and best email address.

# Resumes:

## THE INTERNET IS YOUR FRIEND!!

Virtually every company, corporation and/or college has a website that provides the public with information about itself. Review the website to gain a sense of what that company, corporation and/or college is all about **BEFORE** you create and submit your resume.

# Resumes:

Our resumes **ARE NOT** the place to be cute or lit!!

Instead, our resumes **MUST** convey that:

1. We're persons that have given serious consideration of available position and/or opportunity; and
2. We're persons that the employer (or college recruiter) must take seriously!!

# Resumes:

1. Whatever telephone number that we provide on our resume must have a professional voicemail greeting (e.g. My suggestion is to use the prerecorded greeting provided by the cellular telephone company).
2. Create a non-descript email address to receive correspondence and communication from prospective employers (or college recruiters).
3. Draft a purpose statement that links our immediate future with the company, college or opportunity.

# Resumes:

1. When recording our educational history, provide only those points of interests, activities and achievements that demonstrate our qualifications for the employment positions or opportunities we're applying for.
2. When recording our employment history, provide only those positions and responsibilities that demonstrate our qualifications for the employment positions or opportunities we're applying for.
3. Conclude your resume with a "References upon request" section.

**Bruce Wayne**  
555 Old Wayne Avenue  
Gotham, NY 11211  
(334) 562 – 8462  
BruceWayne@gmail.com

**Objective:** To create a corporate infrastructure that utilizes the skills and knowledge of the most qualified individuals to create technology and systems necessary to improve the quality of life for all persons.

**Education:** Gotham Technological Academy  
Gotham, New York  
August 1984 – June 1988  
High School Diploma, June 1988  
  
Gotham State University  
Gotham, New York  
August 1988 – May 1992  
Bachelor of Science, Criminology; May 1992

**Experience:** Wayne Tech  
Gotham, New York  
August 1988 – Current  
Special Operations Division; Analyst  
Assisted law enforcement in enforcing federal criminal statutes, state law and local ordinances by creating advanced weaponry to aid in the apprehension of criminal offenders and prosecution of crime; played a substantial role in creating artificial intelligence that aids significantly in discovering the identifying factors of habitual criminality; created an analytical computer program that analyzes the evidence at a crime scene to predict the next likely location and time that a suspect will commit future crimes.

**References:** Available upon request.

## **Clark Kent**

563 Dusty Road  
Wichita, KS 00234  
(856) 321 - 5698  
ClarkKent@hotmail.com

### **Objective:**

To acquire full-time employment as a journalist with a news publishing company that allows me to exercise my investigative skills.

### **Education:**

#### **Wheat Stalk High School**

Wichita, Kansas

August 1984 – June 1988

High School Diploma; June 1998

Yearbook Committee; 1984 – 1988

President, Yearbook Committee; 1988

*Wheat Stalk Inquirer*; 1984 – 1988

Sports Editor; *Wheat Stalk Inquirer*; 1987 – 1988

#### **Kansas State University**

Manhattan, Kansas

August 1988 – May 1992

Bachelor of Arts, Journalism; May 1992

*Kansas State Witness*; 1988 – 1992

Political Editor; *Kansas State Witness*; 1989

Sports Editor; *Kansas State Witness*; 1990

Editor-in-Chief; *Kansas State Witness*; 1991

### **Experience:**

#### **Wichita Times**

Wichita, Kansas

Journalist's Assistant; May 1989 – July 1989; May 1990 – July 1990; and May 1991 – July 1991

Provided crucial investigative assistance to editors of *Wichita Times* as they constructed and disseminated daily news articles; served as editorial review ensuring that news articles conformed to prevailing journalism standards; created weekly reviews of local restaurants that were published in Sunday's editions of the *Wichita Times*; participated in the information collection and research processes the reporters at the *Wichita Times* utilize in the creation of their daily news articles; learned the intricate workings of a newspaper and am able to provide immediate value to the publication of any current news publishing company.

**References:** Available upon request.

**Diana D. Prince**  
888 Olympus Mountain Drive  
Main Land, Themyscara 11105  
(635) 112 – 4487  
Diana.D.Prince@ymail.com

**Objective:** To earn a summer internship that exposes me to the practical realities of governing and supplements the knowledge and educational training I have received during my college career.

**Education:** **Zeus Academy of Leadership**  
Main Land, Themyscara  
August 2011 – June 2014  
High School Diploma; June 2014

**Atlantis State University**  
Atlantis, Greece  
August 2014 – Current  
Bachelor of Arts, Political Science;  
Anticipated Graduation Date: May 2018

**Experience:** **Wal-Mart**  
Olympus, Greece  
Sales Clerk; October 2014 – Current  
Utilized conflict resolution training received during major coursework to assist store customers resolve sales conflicts with Wal-Mart; acquired and honed customer service skills as I assisted store acquire the products and services they came to purchase; negotiated and mediated successfully conflicts at Wal-Mart that resulted from interaction of the different personalities and behaviors of my coworkers; exercised daily fiscal responsibility as steward over proceeds from sales;

**Atlantis State University; Registrar’s Office**  
Atlantis, Greece  
Work Study; June 2015 – August 2015  
Exercised proprietary responsibility regarding current student’s FASFA financial aid applications; maintained precise financial record-keeping processes; aided constituents through the process of acquiring financial aid necessary to attend college; acted as an intermediary between United States Department of Education and Atlantis State University regarding financial aid packages available to current and prospective students;

**References:** Available upon request.

# Anthony James Stark

1234 Ocean Boulevard  
Malibu, CA 66796  
(734) 596 – 2345  
AnthonyJStark@gmail.com

## Objective:

To obtain full-time, permanent employment with a leading technology company that permits me to utilize the knowledge, skills and training I have received to maximize that company's impact in global defense.

## Education:

### Malibu Central High School;

Malibu, California

August 1993 – June 1996

High School Diploma, Valedictorian

National Technology Honor Society, Member 1994 – 1996,  
N.T.H.S., Financial Secretary 1994 – 1995

1996 Southern California Science and Technology  
Competition, Winner

### Massachusetts Institute of Technology;

Cambridge, Massachusetts

August 1996 – May 1999

Computer Engineering; 4.0 GPA

Valedictorian; Summa Cum Laude

Gamma Xi Theta Fraternity, Inc.; 1997 – 1999; Vice-  
President, 1998

Gates Fellow; 1998 – 1999

Rhodes Scholar; 1996 – 1999

## Experience:

### Internship, Stark Enterprises, Inc.

Malibu, California

May 1997 – July 1997; May 1998 – July 1998

Worked in Applied Science and Specialized Weapons  
Division; developed computer code necessary to

deploy experimental MSD-1900 missile; provided critical  
support to the engineers in Applied Science and

Specialized Weapons Division that enabled them to

complete weapon projects for the Department of Defense;

played deciding role in creating the ARC reactor currently

in use at Stark Enterprises, Inc.; created the J.A.R.V.I.S.

artificial intelligence by designing the mainframe and

integrating it with the peripheral systems necessary for

complete realization of a self-sustaining, interactive

artificial intelligence.

## References:

Available upon request.