

## **MODULE 6B:**

# **LIFE SKILLS SUPPORT GROUP**

## **TIME TO ACT STOP PROCRASTINATING**

### **DESIGN A RESUME**

**GOAL:** This module helps the participant design his or her own personal resume. The participant will be assisted in designing their own unique script even if they have no employment history. They will learn how to use creative and alternative ways to share information about their skills and interest.

**OBJECTIVES:** Participants will be able to:

- be creative in describing experiences and interests
- include coursework and certificates
- identify skills gained during volunteer work
- list positive personal characteristics
- include both paid and unpaid experience

**MATERIALS:** Handouts: Writing Your First Resume, A Fresh Review of Your Talents, Action Verbs, Chronological Worksheet, Chronological Resume, Functional Resume Worksheet, Functional Resume, Hybrid Resume Worksheet, Hybrid Resume, Cover Letter

## WRITING YOUR FIRST RESUME JITTERS!

There are those of us who would hear about a good job prospect but immediately get cold feet when we learn that a resume is required. After all, a resume is a listing of all of our jobs, right? Well, yes and no! Of course if you have jobs and some of respectful duration, by all means include them in your resume. But, what about the person who does not have work experience and or may have only a short amount of time on several jobs? How about the person with big gaps in employment, where they have not worked at all? One can certainly get cold feet, when you think about exposing what seems to be glaring weaknesses to a prospective employer.

Given the anxious task of putting a resume together that displays our strengths and not our weaknesses can be a challenging and exciting task. Yes, with the proper tools and knowledge about what you want to display and how you want to highlight your talents and interests, you too can be competitive when it comes to designing your personal resume.

One way to view this process is to think about your own work history in a different light. Perhaps you have been a volunteer at your child's school. You did not think about this activity as work because it did not pay a salary. But, this experience can be emphasized to show your experience and talents in a creative way. Let's dissect all of the skills required for this position: one has to be prompt, dependable, cooperative, knowledgeable of school rules and discipline procedures. You would also be required to be patient, yet able to set limits and create activities that can be engaged in with a particular goal in mind. You are required to work well with supervisors, peers and parents. And oh yes! You should be able to relate well with young, energetic children. I think you get the picture!

Designing a resume may be surprisingly revealing of your life experiences. When you view it from this perspective, you may be a bit more excited about exploring this venture.

## A FRESH REVIEW OF YOUR TALENTS

We learn skills in everything we do in life. Whether legal, illegal, or low paying, we gain talents and experiences that can be applied later in life. Sometimes we don't realize just how many skills we have and so we often speak from a point of 'less than'. Refer to your Data Base Worksheets. *List at least 10 duties or responsibilities for each job and other life experience that you listed.*

Title or Life Experience: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Now you have a list of your skills and talents. Refer to your 'Career Interest Survey'. *Write below, the three duties from above that are most likely to be of interest to someone looking to hire someone in your career choice. Use words from your 'Action Verbs' handout.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## ACTION VERBS

Short, direct statements are used to emphasize the skills that you used in your work experience. Also, each statement begins with an action verb. An action verb is a part of speech that states that some type of action is taking place. Use this list to relate your life experiences to work-related experiences and later to describe your work experiences on your resume.

accomplished	demonstrated	inspected	provided
achieved	designed	instructed	purchased
administered	determined	lead	ran
adjusted	developed	located	reduced
advised	diagnosed	maintained	reported
allocated	directed	managed	researched
analyzed	established	measured	responded
arranged	evaluated	mediated	reviewed
assigned	examined	modified	saved
attended	expanded	monitored	searched
bought	explained	moved	scheduled
budgeted	finalized	negotiated	sent
built	found	obtained	solved
changed	gathered	operated	supervised
circulated	generated	organized	supported
collected	guided	originated	supplied
communicated	handled	performed	trained
compared	helped	planned	transferred
completed	hired	prepared	updated
conducted	implemented	presented	used
constructed	improved	processed	utilized
controlled	increased	produced	validated
coordinated	initiated	programmed	worked
created	innovated	promoted	wrote

# CHRONOLOGICAL WORKSHEET

\_\_\_\_\_  
First Name, Middle Initial, Last Name (**bold face type**)

\_\_\_\_\_  
Street Address, Apartment Number,

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
(Area Code) Telephone Number

## JOB OBJECTIVE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SKILLS AND ABILITIES

List all the skills you have acquired in your lifetime through training, experience, volunteer work, or vocational education.

- |         |         |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

## WORK EXPERIENCE

List your permanent employment or volunteer experience for the past ten years, including your job title.

Company Name: \_\_\_\_\_ Address (city & state only): \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Address (city & state only): \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Address (city & state only): \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_

## ACCOMPLISHMENTS

List any accomplishments, such as awards for good attendance, recognition, community work, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EDUCATION

High School, City, Year Graduated, Vocational Schools or College Courses you have completed.

- \_\_\_\_\_
- \_\_\_\_\_

# CHRONOLOGICAL RESUME

## ANITA DAVIS

11651 Highwood Drive  
San Diego, CA 90021  
(619) 555-5617

### JOB OBJECTIVE

Seeking a position as a salesperson. Excellent skills in counting cash, operating cash register and customer relations. Dedicated and hardworking.

### SKILLS & ABILITIES

- operate cash register
- handle cash
- translate for customers
- balance cash drawer
- open and close out register
- price merchandise
- stock shelves
- follow instructions
- work well alone and with others
- fluent in Cambodian

### WORK EXPERIENCE

Self-employed,  
June 2005 - present

San Diego, CA  
**In-Home Provider**

Accounting, budgeting, child care, cleaning, marketing and nursing, planning and other responsibilities associated with family.

Big Lots  
May 2001 - May 2004

San Diego, CA  
**Salesperson/Cashier**

Cashiering, customer service, merchandising and problem solving.

A & A Lamps,  
July 1999 - January 2001

West Covina, CA  
**Packer**

Packing merchandise, loading and unloading, lifting inventory, inspecting products for quality control, and stocking shelves.

### ACCOMPLISHMENTS

Los Angeles County Office of Education, Certificate of Completion,  
March 2006

### EDUCATION

Patrick Javier High School, San Diego, CA



# FUNCTIONAL RESUME WORKSHEET

\_\_\_\_\_  
First Name, Middle Initial, Last Name (**bold face type**)

\_\_\_\_\_  
Street Address, Apartment Number

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
(Area Code) Telephone Number

## JOB OBJECTIVE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE (Skills and Abilities, refer to skill assessment page 26)

Section Heading \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_

Section Heading \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_

Section Heading \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_

## EMPLOYMENT HISTORY

_____ M/Yr	to	_____ M/Yr	_____ Job Title, Company Name, City and State
_____ M/Yr	to	_____ M/Yr	_____ Job Title, Company Name, City and State
_____ M/Yr	to	_____ M/Yr	_____ Job Title, Company Name, City and State

## EDUCATION AND/OR TRAINING

\_\_\_\_\_  
Name of School, Subject Studied/Degree or Certificate Received, Date

\_\_\_\_\_  
Name of School, Subject Studied/Degree or Certificate Received, Date

# FUNCTIONAL RESUME

**M. Alexander Uribe**  
1202 Wilson Avenue  
Lancaster, CA 91754  
(805) 555-5768

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## JOB OBJECTIVE

Offering excellent numerical, clerical, and courteous public contact skills. Seek to apply these skills as a bank teller.

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## WORK EXPERIENCE

### Business

- Knowledge of general office systems, filing, and 10-key
- Ability to quickly assist customers with transactions such as deposits, check cashing, and loan payments
- Development of part-time typing business; accurately type 50 wpm, 30 letters/day

### Planning and Organizing

- Assisted in developing program to train part-time clerks in food service
- Restocked merchandise, handled customer inquiries and transactions, operate cash register, and cleaned up work area
- Gained valuable experience working unsupervised and delegating responsibilities

### Communication

- Greeted over 200 customers on a typical day
- Practiced effective listening skills
- Fluent in Spanish

## EDUCATION AND TRAINING

San Gabriel High School - Diploma  
Sun Valley Adult School - Data Entry, Word Processing, 2004

## WORK EXPERIENCE

State Credit Union - Assistant Bank Teller, September 2004 to February 2006  
San Gabriel High School - Clerk, May 1998 to September 2004  
McDonald's Restaurant - Counter Clerk, June 1997 to May 1998

**REFERENCES** - Available upon request



# HYBRID RESUME WORKSHEET

\_\_\_\_\_  
First Name, Middle Initial, Last Name (**bold face type**)

\_\_\_\_\_  
Street Address, Apartment Number,

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
(Area Code) Telephone Number

## JOB OBJECTIVE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## QUALIFICATIONS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## STRENGTHS and/or SKILLS AND ABILITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WORK EXPERIENCE

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EMPLOYMENT HISTORY

\_\_\_\_\_  
M/Yr to M/Yr

\_\_\_\_\_  
Job Title, Company Name, City, State

\_\_\_\_\_  
M/Yr to M/Yr

\_\_\_\_\_  
Job Title, Company Name, City, State

## EDUCATION and/or TRAINING

\_\_\_\_\_  
Name of School,

\_\_\_\_\_  
Subject Studied/Degree or Certificate Received,

\_\_\_\_\_  
Date

# HYBRID RESUME

**GRANT MCCULLEN SCHUMAKER**

263 West Domingo  
Long Beach, CA 90876  
(562) 555-0932

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Offering excellent skills in tending to the needs of children. Seeking a head teacher position.

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## SKILLS AND ABILITIES

- Excellent management/organizational skills
- Enthusiastic, self-motivated, and patient
- Specializing in creative activity planning
- Excellent conflict resolution manager
- Flexible in a variety of teaching situations

## WORK EXPERIENCE

### Day Care Management

- Assistant director of a family day care center
- Responsible for the daily supervision of 10 children
- Responsible for bookkeeping, hiring, training, coordinating, and scheduling
- Maintained formal and informal communications with parents
- Assisted in the management of a Little League program for 200 children and 15 staff

### Teaching

- Developed daily social activities such as reading, music instruction, and arts and crafts
- Planned age-appropriate curriculum
- Researched range of subjects to teach students
- Coordinated scheduling and transportation/distribution of materials

## EMPLOYMENT

Director, Suzie's Day Care, Long Beach, CA	June 2005 to present
Teacher, Kiddie World, Carson, CA	March 2003 to May 2005
Teacher, Community Day Care, Long Beach, CA	April 2002 to February 2003

## EDUCATION

Long Beach Community College, Child Development-12 units, January 2002

# COVER LETTER

When sending your resume to an employer through the mail, always include a cover letter. Your cover letter should be written to express interest in working with a specific employer.

- Target your letter to a specific employer and address a specific person by name (if possible).

## Paragraph One

- Explain why you are contacting the employer, including the position for which you are applying.

## Paragraph Two

- Express interest in the job as well as the company. You may mention how you learned about the position.
- Mention skills or qualifications that you possess that would be of particular interest to the company.

## Paragraph Three

- Explain what you want to have happen.
- Ask for a response or mention how you will follow up.

## Additional

- Your letter should be typed, well-organized, and grammatically correct. Have someone proofread it.
- Use the same color paper that you used for your resume.

## Sample Cover Letter

August 18, 20\_\_\_\_

Mrs. Frances Miller, Owner  
Royal Industries  
1345 Princess Ann Drive  
Vallejo, CA 95064

Dear Mrs. Miller:

It is with interest and enthusiasm that I am applying for a position as an assistant sales representative.

I have acquired excellent retail and merchandising skills in a class I recently completed offered by the Los Angeles County Regional Occupational Program (ROP). I believe the hands-on experience I received will be of particular interest to you. I have enclosed my resume and a copy of my ROP certificate for your review.

I am impressed with the Royal Industries fashion line and hope that you can use someone with my particular background, skills, and abilities. I will telephone your secretary next week and, if possible, arrange a personal interview.

Thank you for your consideration.

Sincerely,

**Amy Marcella**

Amy Marcella  
16436 Queenway  
Monrovia, CA 91939  
(818) 555-9291

Enclosure: Resume  
ROP Certificate