

# Job Search Tools and Resume Building Webinar

April 25 & 26, 2011



## Agenda

### **Resume Writing and Job Search Tools on Illinois workNet**

- Resume Builder
- Illinois Job Search Tool
- CareerBuilder
- Skills Match
- Potential Employers Search
- Videos and Activities, Worksheets and more...
- Workforce Professional Resources

### **Resume Creation: Best Practices**

Guest Presenter: Frank Short, *FrankShortWrites*

### **Q&A**

### Frank Short - *Executive Resume Writer at ResumeEdge*

Frank Short has 25 years of experience in promotional writing in the Chicago area.

He devotes his professional time to writing or editing:

- résumés
- cover letters
- college application essays
- professional bios
- LinkedIn profiles

His clients include:

- entry-level college graduates
- corporate CEOs
- accountants to sales representatives to writers
  
- He is frequently called upon to provide service as an expert panelist, as a provider of résumé critiques at career fairs, as a workshop presenter and as a broadcast-media guest on topics pertaining to résumés and career promotion.

# Illinois workNet

<http://www.illinoisworknet.com>

Resume  
Resources  
in three easy  
steps

1. Individuals
2. Prepare
3. Prepare Your Resume



# Illinois workNet

## Coming.... A New Look!



### Resume Writing Tools

- Provides guidance on creating resumes
  - Chronological
  - Combination
  - Functional
- Includes resume examples for
  - People with no work experience
  - People with work experience
- Provides tips for updating a resume
- Uses videos, checklists, worksheets, and learning activities



Prepare

### Worksheets:

- Personal Information Sheet
- Resume Checklist
- Transferable Skills
- How to Write a 30-second Elevator Speech
- Job Search Record

Worksheets are available as downloadable PDF and MS Word files.

### Transferable Skills Checklist

#### Creative, Artistic Skills

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Artistic             | <input type="checkbox"/> Expressive         | <input type="checkbox"/> Play Instruments       |
| <input type="checkbox"/> Dance, body movement | <input type="checkbox"/> Music Appreciation | <input type="checkbox"/> Present artistic ideas |
| <input type="checkbox"/> Draw, sketch, render | <input type="checkbox"/> Perform, act       |   |

#### Creative, Artistic Skills

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Analyze data or facts          | <input type="checkbox"/> Explain things to others   | <input type="checkbox"/> Run meetings   |
| <input type="checkbox"/> Audit records                  | <input type="checkbox"/> Count, observe, compile    | <input type="checkbox"/> Manage money   |
| <input type="checkbox"/> Budget                         | <input type="checkbox"/> Detail-oriented            | <input type="checkbox"/> Negotiate      |
| <input type="checkbox"/> Calculate, compute             | <input type="checkbox"/> Evaluate                   | <input type="checkbox"/> Research       |
| <input type="checkbox"/> Classify data                  | <input type="checkbox"/> Investigate                | <input type="checkbox"/> Synthesize     |
| <input type="checkbox"/> Compare, inspect, record facts | <input type="checkbox"/> Keep financial records     | <input type="checkbox"/> Take inventory |
|   | <input type="checkbox"/> Locate answers/information |   |

#### Key Transferable Skills:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accept responsibility        | <input type="checkbox"/> Manage people            | <input type="checkbox"/> Plan                   |
| <input type="checkbox"/> Control budgets              | <input type="checkbox"/> Meet deadlines           | <input type="checkbox"/> Solve problems         |
| <input type="checkbox"/> Increase sales or efficiency | <input type="checkbox"/> Meet the public          | <input type="checkbox"/> Speak in public        |
| <input type="checkbox"/> Instruct others              | <input type="checkbox"/> Negotiate                | <input type="checkbox"/> Supervise others       |
| <input type="checkbox"/> Manage money or budgets      | <input type="checkbox"/> Organize/manage projects | <input type="checkbox"/> Written communications |

#### Leadership

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Arrange social functions | <input type="checkbox"/> Get results          | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Competitive              | <input type="checkbox"/> Mediate problems     | <input type="checkbox"/> Self-motivated  |
| <input type="checkbox"/> Decisive                 | <input type="checkbox"/> Motivate people      | <input type="checkbox"/> Solve problems  |
| <input type="checkbox"/> Delegate                 | <input type="checkbox"/> Negotiate agreements | <input type="checkbox"/> Take risks      |
| <input type="checkbox"/> Direct others            | <input type="checkbox"/> Plan                 |  |

#### **Activities include:**

- Introduction to Job Search Preparation and Resume Writing
- Introduction to Job Searching and Applying for a Job
- Use Networking
- Introduction to Interviewing
- Set Your Goals and Make a Plan

Individuals can complete activities to help them reach training and employment goals. They may printed or accessed where ever they can access the Internet. Activity responses can be saved the customer's Illinois workNet account.

#### **QUICKTIP** ▶

Completed activities can be tracked by Workforce Professionals using customer groups

## **Introduction**

- Résumé Do's & Dont's
- Résumé Tips & Tricks
- Questions & Answers

## **10 Key Factors of an Effective Resume:**

1. Appropriate Formatting
2. Strong Focus
3. No Objective Statements
4. Strong Data Prioritization
5. Showcasing and/or Quantifying Accomplishments
6. Exclusion of non-relevant data
7. Appropriate Length
8. Avoiding Personalizing or Casual Language
9. Excluding Repetitive Data
10. Flawless Spelling and Grammar

## Avoid 7 Resume Pitfalls

1. Reflecting Your Personality
2. Listing Everything You've Done
3. Telling the Recruiter What You Want
4. A Document that Will Guarantee an Interview or Job Offer
5. One-Size-Fits-All Document
6. Document that Will Please Your Spouse, Parents, Colleagues, etc.
7. Document that Is Perfect in Every Way

## Resume Rules for Career Changers

- Use a Summary Statement, not an Objective Statement
- State Every Conceivable Skill that Could be Transferable to the New Position  
You Are Seeking to Fill
- List Activities or Hobbies that Are Applicable to Your Desired New Position
- Go Back as Far into Your History as Is Helpful

## How to Get Results

- Use a Qualifications Summary
- Stress the Benefits of Your Experience in Your Summary
- Support the Benefit Claims with Professional or Amateur Experiences and Accomplishments

## Use the Tools

- Use Resume Resources on Illinois workNet
- Use Resume How-To Books in your Resource Room and/or Your Library
- Consult Your Resource Room Staff and/or Librarian
- Research Prospective Companies
- Send Out Dozens of Resumes
- Network, Network, Network

# Resumes that Work as Hard as You Do!

### **A good cover letter is:**

- one page long
- Includes three – five paragraphs
  - Paragraph 1: Statement of how the writer will benefit the prospective employer
  - Paragraph 2: How your skills match the job
  - Paragraph 3: Thank reader and tell what action you would like them to take (*ask for the interview*), *provide your contact information (even if there is letterhead at top)*.
- Is customized for the job you are applying for
- Is addressed to the person who will be looking at the resumes

Illinois workNet

Job Search Tools Webinar

Q & A



# Illinois workNet

## Contact Information

**Stay in the information loop; set up a workforce professionals account:**  
[http://www.illinoisworknet.com/vos\\_portal/ql/WPPAccount.htm](http://www.illinoisworknet.com/vos_portal/ql/WPPAccount.htm).

General Information - [info@illinoisworknet.com](mailto:info@illinoisworknet.com)

Content Management - [contentmanagement@illinoisworknet.com](mailto:contentmanagement@illinoisworknet.com)

Frank Short website: [www.frankshortwrites.com](http://www.frankshortwrites.com)  
e-mail: [frank@frankshortwrites.com](mailto:frank@frankshortwrites.com)  
LinkedIn: [www.linkedin.com/in/frankshort](http://www.linkedin.com/in/frankshort)



Find Us On: [Facebook](#), [Twitter](#), and [LinkedIn](#)

