

<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>	
	Job Skills	Reading	Math	Writing	Design		Reasoning
Group 1: Applications							
Completing Applications	x	x		x		x	1
Big Bopper's Burgers.....	x	x		x		x	2
School Days (District 204).....	x	x		x		x	3-6
What Do You Think	x	x		x		x	7-8
Group 2: Resumes							
Creating Successful Resumes	x	x		x		x	9-12
Chronological Resumes	x	x		x		x	13-14
Functional & Combination Resumes.....	x	x		x		x	15-16
Adding Style and Proofreading	x	x		x		x	17-18
Scannable Resumes	x	x		x		x	19
Plain Text Resumes	x	x		x		x	20
Kevin Garcia	x	x		x		x	21
Patricia Wong.....	x	x		x		x	22
Writing Resumes	x	x		x		x	23-25
Group 3: Cover Letters							
Cover Letters	x	x		x		x	26-27
Writing Cover Letters	x	x		x		x	28-30
Group 4: Interviews							
Types of Interviews.....	x	x		x		x	31
Preparation	x	x		x		x	32-34
Showtime.....	x	x		x		x	35-37
Following Up.....	x	x		x		x	38
Questions and Answers.....	x	x		x		x	39-40
Bad Answers	x	x		x		x	41
Tough Questions	x	x		x		x	42

You are applying for a part-time job at Big Bopper Burgers. Complete their employment application.

Big Bopper Burgers Employment Application

Name _____ Social Security No. _____
 First Name MI Last Name

Street Address Apt or Box # City State ZIP

Are you 18 or older? []Yes []No If under 18, what is your age? _____

Availability

Total hours available per week _____	Hours Available:	From								
	To									

Are you legally able to work in the U. S.? []Yes []No
 Do you have transportation? []Yes []No Do you have restaurant experience? []Yes []No

School Most Recently Attended

Name Address City State ZIP

Teacher or counselor reference Dept Last Grade Completed GPA

Graduated? []Yes []No Now Enrolled? []Yes []No Sports or Activities _____

Sports or Activities _____

Most Recent Job (You may include military service, volunteer work, or personal references instead)

Company Address City State

Phone Number Job Description

Supervisor's Name Dates Worked: From To

Hourly Wage or Salary Reason for Leaving

During the past 7 years, have you ever been convicted of a crime (excluding misdemeanors or traffic tickets)
 []Yes []No If Yes, describe in full _____

I certify that the information contained on this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal.

Signature _____ Date _____

The Functional Resume

The functional resume organizes your experience around skills rather than job titles.

This is a good format for students who have not had positions that relate directly to the job they want. By organizing experiences around skills, they can connect less relevant jobs to the career qualifications they need. For instance, a job waiting tables can be combined with other examples to show organizational or customer service skills.

To create a functional resume, identify three or four skills required for your target job. For each skill, identify three to five concrete examples to demonstrate that ability.

Use action phrases, not complete sentences, when writing your list. Arrange your skill headings in order of importance.

If you have a specific vacancy announcement, match the arrangement of your headings to that of its listed requirements. The closer the match between your skill headings and the reviewer's expectations, the more qualified you seem.

The last part of the functional resume is a brief work history. Write only job titles, company names, and employment years. If you have gaps in your work history, you could use the cover letter to explain them or you could fill them by adding volunteer work, community activities, or family responsibilities to your job list.

The Combination Format

This format combines the best of the chronological format with the best of the functional format and are as varied as the histories they summarize.

One variation begins with a chronological format but then subdivides each job description into skill categories. Another variation uses a functional format but, for each example of a skill, identifies the organization where the example occurred.

Sample Functional Resume

Sarah Jones
1202 Rock River Road
Sterling, IL 61081
815-999-4747

Leave adequate margins on all sides

OBJECTIVE
Receptionist position using my customer service, administrative, and communications skills.

EDUCATION
Community College
A. A. in Liberal Arts expected May 2003
GPA: 3.6/4.0

Sterling High School
Diploma, May 2000
GPA: 3.3/4.0

EXPERIENCE
Customer Service
Selected for the express lane while working as a cashier
Directed customers to product locations
Served restaurant patrons and responded quickly to requests
Handled food substitutions and special requests efficiently

Administration
Recorded meeting notes and maintained membership roster for College Outdoors Club
Calculated restaurant customers' bills accurately
Type 60 words per minute

Communication
Explained menu items to customers
Replied special requests to chef
Received A's in speech and composition classes

Computer Applications
WordPerfect, Word, Windows 9x

WORK HISTORY
Table Server, Good Food Restaurant, Sterling, IL 2001-2002
Cashier, Blue Skies chain Store, Sterling, IL 2000-2001

References available on request

Objective statement should address the position applied for

Bold capital letters emphasize major headings

Identify major skills required for the position

Brief work history goes at the end

Include specific achievements

Begin statements with action verbs

Questions and Answers

In which cases would you use the functional format for your resume?

	Yes	No
1. You're a recent high school graduate.....	___	___
2. You've been employed ten years in three jobs in the same related field	___	___
3. You were laid off from a related job.....	___	___
4. You want to change career fields	___	___
5. You were fired from your previous job.....	___	___
6. You're a recent college graduate	___	___
7. You're a mother re-entering the work force	___	___

During an interview, Sonya was asked why she thought she could succeed if she was given the position.

"I think I have the skills that are needed for this position and I hope that I can meet your expectations. You can be certain that I'll try my best and I am always willing to learn.

What's wrong with her answer?

During an interview, Gordon was asked about his mediocre academic record. He decided to simply tell the truth and make his answer brief"

"I'm afraid I've never been a very good student, especially when taking exams."

What's wrong with his answer?

During an interview, Crystal was asked why she wanted to change jobs? Here was her response:

"I have always enjoyed where I work, but the pay is not very good and the current human resources director is not a very pleasant woman to work for. She is overbearing and belittles everything other people do. I hope that will not be the case here."

What's wrong with her answer?
