

Resume Videos Name: _____

Video #1: Should High School Students Have a Resume

1. High school resumes should be ___ page in length and take ___ minute to look at.
2. Resumes are necessary for college applications, scholarship applications, interviews, internships, and jobs.

Video #2: Tips to Keep Your Resume Out of the Trash

Don't include...

1. A crazy _____
2. Irrelevant _____
3. Non-achievement
4. Private matters such as _____, _____, _____, _____
5. Bad _____ and obscure words
6. _____ contact information (nasty email address)
7. _____ info such as SS#
8. Attention getting tactics like _____ font or ink _____

Video #3: Top 5 Common Resume Mistakes

Avoid...

1. Including reference to personal web site. Include link to website ONLY if pages are set up to showcase your professional portfolio, a copy of your resume, reference letters, presentations.
2. Using very small _____ in order to get everything to fit on 1 page. As a rule, resume should not exceed _____ pages. No font size of less than _____ point. Best font types are _____ and _____
3. Incorrect company or school listings
4. Lengthy _____—instead use bullets with brief and clear info
5. _____—Proofread carefully! Have someone edit it!

Video #4: Top 5 Resume Tips

Your resume is the first impression that you make!

1. Keep the _____ simple. No fancy designs or font.
2. Include important key words.
3. Use _____ words (implemented, developed, initiated, executed)
4. Always tailor resume to jobs you are applying for.
5. Consider getting professional help.

Video #5: How to Write a Resume

1. Name and address in Bold, centered and slightly bigger
2. List work history starting with _____ recent to _____ recent. Include place of employment, dates and type of job.
3. Give brief summary of job duties.
4. Use an Objective
5. Leave space between jobs
6. List education, hobbies, interests, skills
7. Be sure to include proficiency in _____ and _____
8. Include References
9. Spell check and proofread because of every 200 resumes only 1 interview results.

Video #6: Social Media Profiles are the New Resumes

1. Resumes are just a piece of paper. They are dead. Profiles are alive (Twitter, Facebook, LinkedIn)

Video #7: Social Media: The Good, the Bad and the Ugly

Things online that wouldn't be on a resume can hurt your chances.

Over _____ of employers use social networks to screen potential job candidates.

Employers find content that causes them to NOT to hire job seekers including:

1. Provocative or inappropriate _____
2. Evidence of _____ or drug use
3. Poor _____ skills
4. Badmouthing _____
5. Discriminating content
6. Lie about qualifications

**Be aware of what's on your FB and Twitter accounts!

**If it's bad, delete your profile. Create a new PROFESSIONAL profile.

**Participate in social networks, group discussions, start a blog or Pinterest page

Video #8: Looking for a Job? Meet Social Media, Your New Resume

_____ % of hiring managers and recruiters review an applicant's online presence before making a decision.

*Twitter is idea for networking in a job search.

Your personal and professional life come together when your start the job hunt.

Leave religious and political info out of/off of your social media!

Video #9: The New Social Resume

26% of college seniors use social media to network during their job search.

A _____ resume uses online tools to expand your network, raise your visibility, establish you as an authority or expert in your field.

_____ % of employers are screening their job candidates by searching their _____ online.

_____ % of those say what they find makes them reject the candidates.

So....

1. Own your _____! Buy the domain of your name.
2. Create an online _____ to showcase your resume and work samples.
3. Start a _____ and write about your industry
4. Get active on Social Media. Use Facebook and Twitter productively.
5. LinkedIn is the gold standard for social media in the job search.

Final Word of Advice: Be VERY cautious when posting online. Always filter with the idea that your future boss or employer will see everything your post!

