

**TITLE****Targeted Resumes****Length**

Variable

**Essential Skills**

All essential skills

**Prerequisites**

None

**Course Description**

A resume is a critical part of a job search and job application. An effective resume is one that leads to an interview. The NBAWES program gives participants the foundation for success in the workplace. That foundation will pay off if a participant's resume is one that actually moves him or her into the workplace.

This course provides participants with the guidelines for effective targeted resumes. Participants will learn to:

1. Prepare the information and documentation needed.
2. Organize a resume for optimal impact.
3. Create a resume with impact.
4. Focus on skills and experience.
5. Follow up submission of resume.

## Skill Statement

Identify the function of resumes, the types of resumes, and produce effective resumes that are targeted at specific opportunities.

## Implementing Environment

### **Skill Component 1: Prepare the information and documentation needed.**

#### **Performance Criteria**

- 1.1 Assemble key information.
- 1.2 Save key information in a convenient, accessible place.
- 1.3 Ensure that personal information is up-to-date and accurate.
- 1.4 Ensure that education and training information is up-to-date and accurate.
- 1.5 Ensure that employment history is up-to-date and accurate.

### **Skill Component 2: Organize a resume for optimal impact.**

#### **Performance Criteria**

- 2.1 Understand what should and should not be included.
- 2.2 Describe the order of information.
- 2.3 Describe the length of information.

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**Skill Component 3: Create a resume with impact.**

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**Performance Criteria**

- 3.1 Describe the kind of paper that should be used.
- 3.2 Describe the way a resume should look.
- 3.3 Demonstrate ability to write information briefly.
- 3.4 Demonstrate use of action verbs.
- 3.5 Demonstrate proofreading ability.

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**Skill Component 4: Focus on skills and experience.**

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**Performance Criteria**

- 4.1 Describe skills and experience completely and accurately.
- 4.2 Include relevant skills and experience.
- 4.3 Highlight value to potential employer.

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**Skill Component 5: Follow up submission of resume.**

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**Performance Criteria**

- 5.1 Understand the importance of a cover letter.
- 5.2 Demonstrate the best style of a cover letter.

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**Course 16 Resources/Content**

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- *Smart Options Plus* Facilitator's Guide (supplied as separate resource).
- *Smart Options Plus* Smart Book (supplied as separate resource).

