

**Cheektowaga Y.E.S.**

**Resume Writing & Job Skills Workshop**

**Monday, April 25**

**6:00 – 7:30 pm**

6:00 pm Introduction/Ice Breaker

6:15 pm Resume Basics

**Creating your FIRST Resume**

- Use an eye catching template
  - Two Column Layout
  - Use a common font
  - Bullet Points
  - Stick to one page
- Make sure your contact information is correct!
  - First & Last Name
  - Email
  - Phone Number
  - Location (City & State)
- Include an objective: A resume objective is a 2-3 sentence snapshot of your skills, achievements, goals. Its purpose is to communicate your motivation for getting a particular position.

**What to include on resume:**

- Years attended and Expected graduation date
- Regents Track/Major/Relevant Course Work
- GPA (optional)
- Honor Roll/Merit Roll
- Extracurricular Activities – sports, clubs, honor society
- Activities Outside of School – Girl Scouts, Boy Scouts, Explorers
- Volunteer Experience – YES!
- Awards - Student of the Month, scholarship, team captain
- Internships
- Projects
- Skills - Adobe Photoshop, CPR/First Aid, Foreign Language
- Job Experience - babysitting
- Hobbies
- References – teacher, school counselor, volunteer coordinator

**Writing a Cover Letter**

- To tell the potential employer why you'd be the perfect person for the job
- Make it personal to the job
- Include a header (name, address, phone, email)

6:30 pm

**Interview Prep**

- Know your audience & the business
- Be punctual
- Dress for the job
- Bring your resume
- Be yourself!

6:45 pm

**Strengths & Weaknesses Worksheet**

7:00 pm

**Practice Interview Questions**

Tell me about yourself

What is your greatest strength?

What is your biggest weakness?

Why do you want to work here?

Is this your first job?

What are your hobbies?

Do you feel comfortable working with children?

Do you feel comfortable communicating with the public?

What would you do if a customer/parent is upset?

What would you do if you had a disagreement with a co-worker?

Do you have any questions for us?

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**Questions to ask the Interviewer**

What is a typical day like?

Are there opportunities for advancement?

What's your favorite part about your job?

7:15 pm

**Pizza!**