

LIFESKILLS IN ACTION

JOB
SKILLS+

Preparing
a Resume

M.G. HIGGINS



Finding a job is not easy.

It takes time.

Be ready when a good job is posted.

Plan to make a **resume**.

This is a short history of you.

It is the first step to get a job.

JOHN SMITH

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Summary

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Companies get many resumes
when hiring.

Yours must stand out.

Write a good one.

Check it over.

If it looks good, you do too.

Most people use black text.

But they may add a bit of color.

Make a resume easy to read.

Bold key words.

This will make them stand out.

RESUME



OBJECTIVE

EDUCATION

EXPERIENCE

SKILLS & HOBBIES



John SMITH

Graphic Designer

123 Main Place

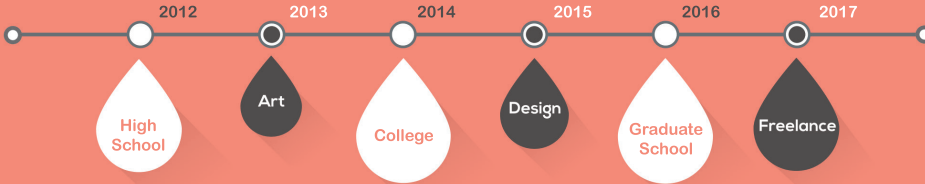
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About me

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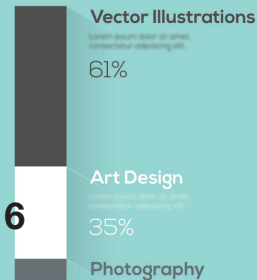
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Languages

- English ★★★★★
- German ★★★★☆
- French ★★★☆☆

Skills



Worldwide Experience

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All resumes are not the same.

Think of the job you want.

Some jobs are **creative**.

People make things.

It may be art. Clothes. Ads.

Resumes for these jobs can be fun.

They may have more color.

Special fonts. Bold design.



What happens when Liz decides to lie on her resume to get a great job? Find out in *Not Her Job*. Want to read on?



JUST *flip* THE BOOK!

NOT
HER JOB



PJ GRAY

Liz was ready for summer break. There were just a few weeks left of her junior year. Next year, she would be a senior. She couldn't wait.

She walked out of history class. There was a crowd of students in the hall. They were reading a sign on the wall.

"What's going on?" Liz asked.

"Didn't you hear?" a girl replied. "Lola's is hiring for the summer!"

"Really?" Liz asked. "They've never done that."

“I know,” the girl replied. “They are looking for two students. This is so cool!”

Liz agreed with her.

“Are you going to apply?” the girl asked.

Liz smiled. “Of course.”

“Me too,” the girl replied. “I bet everyone will. It’s going to be competitive.”

Lola's was a local clothing company. The owner had grown up in town. She opened the store after finishing college.

Lola designed the clothes herself. Most of the girls at school shopped there.

Liz wanted to work at Lola's. She loved clothes. She carefully chose her outfit every day. She pored over fashion magazines.

That afternoon, Liz and Amber sat on the couch doing homework. Amber was Liz's best friend.

"Are you applying for the job?" Amber asked.

Amber already had a job. She worked at an art gallery. That was probably the second coolest job in town.

"I want to," Liz said. "There's no way they will hire me."

“Why not?”

“Everyone else will be applying. Why would they choose me? I have never had a job in fashion,” Liz said. “Last summer I worked at the water park. I wrapped gifts at the mall over the holidays.”

“That doesn’t matter,” Amber said.

“Easy for you to say,” Liz replied. “You already have a job. A great job.”

NOT HER JOB



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PJ GRAY

LIFESKILLS IN ACTION

JOB
SKILLS+

Finding
a Job

M.G. HIGGINS

Working is a part of life.

People earn money at their jobs.

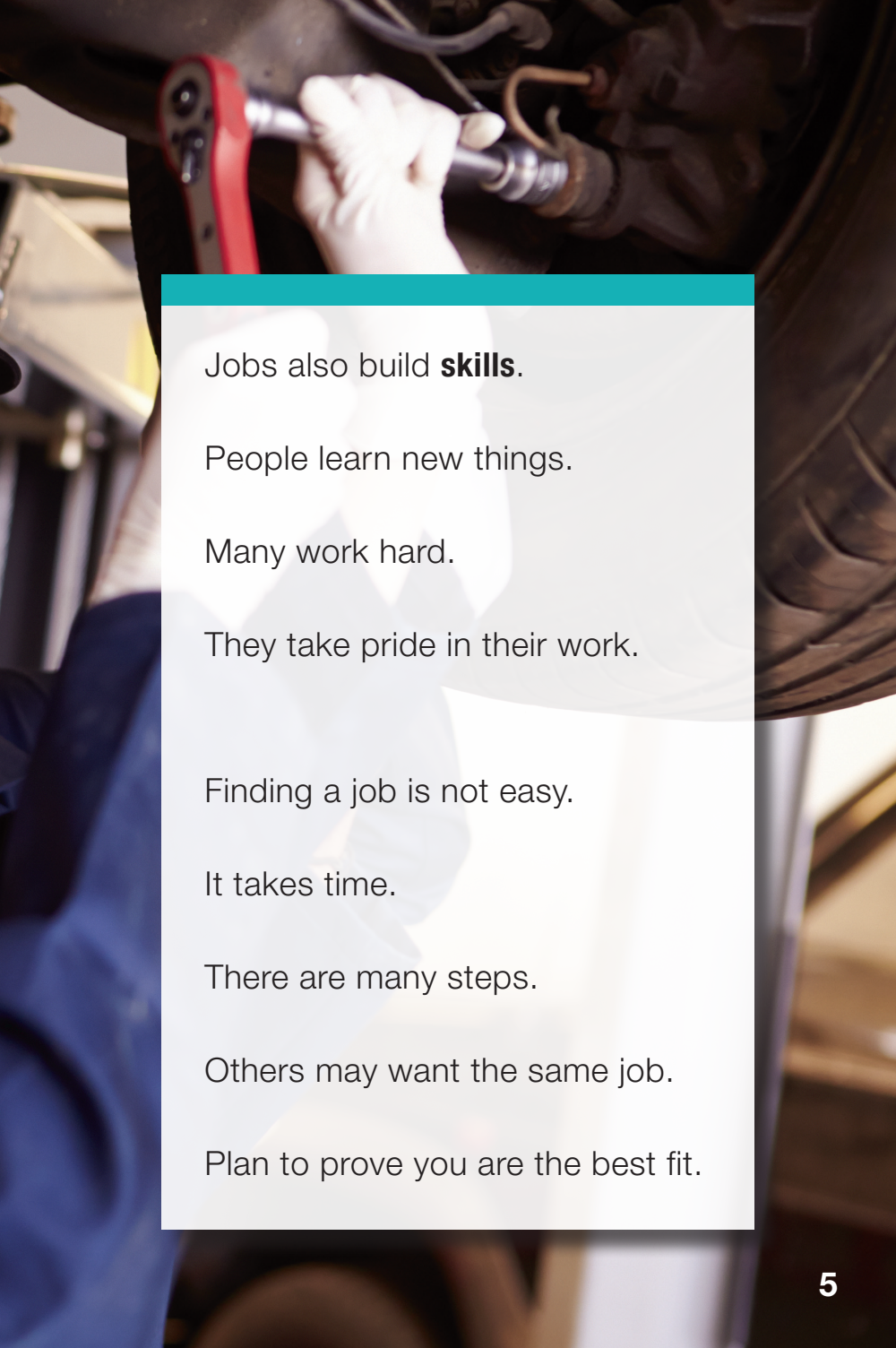
They can buy food and pay rent.

Any extra can be used for fun.









Jobs also build **skills**.

People learn new things.

Many work hard.

They take pride in their work.

Finding a job is not easy.

It takes time.

There are many steps.

Others may want the same job.

Plan to prove you are the best fit.

Get ready for the job search.

Prepare a **resume**.

This gives facts about you.

Companies want to know who you are.

A resume is a good way to introduce yourself.





JESSICA RUIZ

Address: 1234 5th Ave, New York, NY 10001
Phone: (212) 555-1234
Email: jessica.r Ruiz@gmail.com
Website: www.jessicar Ruiz.com

Education

University of California

Bachelor's Degree in Business Administration, Major in Marketing, Graduated with Honors, May 2018

High School

Completed high school with distinction, May 2014

Work experience

Marketing Intern

Assisted in developing and executing marketing campaigns for various clients. Managed social media accounts and analyzed campaign performance.

Customer Support

Provided excellent customer service, resolving issues and ensuring customer satisfaction.

Freelance Writer

Wrote and edited content for various websites and blogs, focusing on SEO and readability.

Start with your name.

Add contact information.

This may be a phone number or email.

Show your job history.

List your school too.

What happens when three friends decide to get jobs?
Find out in *Dream Jobs*. Want to read on?



JUST *flip* THE BOOK!

A grayscale photograph of a hand holding a piece of paper. The paper has a large, irregular cutout in the center, revealing a bright, fluffy cloud. The words "dream jobs" are written in a cursive font across the cloud. The background behind the hand is a dark, solid color.

dream jobs

PJ GRAY

Emma, Jess, and Matt were friends. The three had grown up together. Their parents were friends. They went to the same school. Summers were spent at Camp Arrowhead.

It was the last week of camp. High school was starting soon.

Each camper was able to choose one class. Emma had chosen gardening. Jess went with cooking. Matt picked computers. They spent every morning in class.

Afternoons were spent doing activities. Some days they swam. Other days they played games.

They always ate lunch together. Most days they talked about their classes.

Emma loved her class. She was planning a garden at home. Her parents had already agreed. There was space in the yard for her. Fall planting would be a big job. But she couldn't wait.

Jess had always liked cooking. Her class did some baking too. Matt's birthday had been the week before. She made a cake for him.

Matt was learning all about computers. Every day he practiced coding. The class took apart computers. He learned how to rebuild them.

Computer games took up the rest of the time. He didn't know which he liked better. All were fun in their own ways.

dream jobs

PJ GRAY

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