

The background of the entire cover is a white field with a network of thin, dark grey lines forming various triangles and polygons. Teal-colored geometric shapes, including triangles and polygons, are scattered across the cover, some containing images of a laptop keyboard, a smartphone, and a computer mouse.

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

123 Main Place, NJ 07097 | (555) 555-5555 | john.smith@mail.com

### Summary

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### Education

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### Experience

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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.**

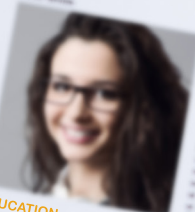
This will make them stand out.





# RESUME

John Smith



## OBJECTIVE

Seeking a position of great responsibility within the field of business management. I have a strong background in business and a proven track record of success. I am a highly motivated individual with excellent communication and leadership skills. I am confident that my experience and skills will be a valuable asset to your organization.

## EDUCATION

Bachelor's Degree in Business Administration, University of California, Los Angeles, 2010. GPA: 3.8. Minor in Marketing. I was a member of the Beta Beta Beta Honor Society and the Phi Kappa Phi Honor Society.

## EXPERIENCE

Marketing Manager, ABC Company, 2010-2015. Responsible for developing and implementing marketing strategies, managing a team of five, and increasing sales by 20%. I also managed the company's social media presence and coordinated all promotional events.

## SKILLS & HOBBIES

Proficient in Microsoft Office, Adobe Photoshop, and Salesforce. Fluent in English and Spanish. Hobbies include reading, hiking, and playing tennis. I am also a volunteer at a local charity.



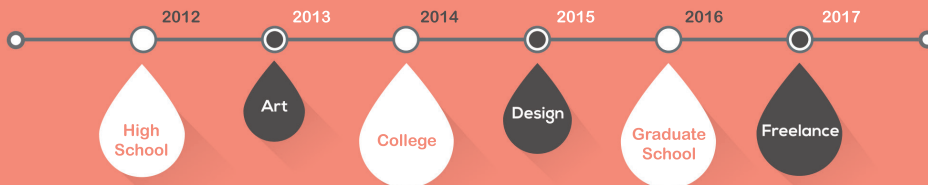
# John SMITH

## Graphic Designer

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## About me

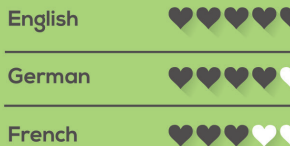
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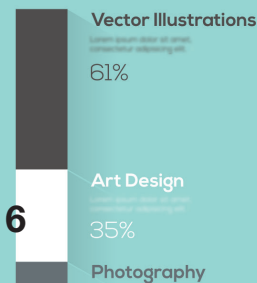
## Experiences



## Languages



## 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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