



LESSON

3

APPLYING FOR A JOB (SESSION 1)

TOPICS

Power words and statements
Resume Builder (part 3)
Resume writing

LEARNING INTENTION

The learner has an understanding of how to write an accurately formatted and comprehensive resume, communicating best aspects of themselves to the employer.

LESSON 3: APPLYING FOR A JOB (SESSION 1)

FOCUS

How to use power words and statements, and creating a first draft resume.

STUDENT OUTCOMES

- Understanding of power words and statements, and how they can be tailored towards an application
- Understanding of what a quality resume should feature, and ability to present their skills and experiences in a resume format
- Ability to personalise a resume in response to the job requirements

OUTLINE

1. Power words and statements

Open a discussion about what power words and statements are and how they can boost a resume. Brainstorm power words for the three industries listed. Supported by page 29 hand out.

2. Resume Builder part 3

Complete part 3 of the Resume Builder handout 'power words and statements'. This handout can be found on page 17.

3. Resume writing

Hold a discussion about why a resume is important. Review the 'ingredients for a great resume' on page 30, and the sample resume template 31-32.

Using the information already filled in by students on the 'Resume Builder' handout (pages 15-17), start on the first draft of a resume.

Once students have a draft of their resume, they can upload the file to jobsforyouth.com.au to create an Air CV (a visual snapshot version of the resume). This process pulls out the keywords used on the resume, so it's a good way to review if the ones used are effective. It will also suggest additional keywords based on what has been included, so this might help with adding value.

OUTPUTS

- Resume Builder part 3 completed
- First draft of resume, written to target students selected job ad.

LESSON 3: APPLYING FOR A JOB (SESSION 1)

POWER WORDS AND STATEMENTS

Power words and statements describe you, your values, your attitude and approach to employment.

These words can be used on a resume to describe personal attributes.

Power words can be targeted to reflect the industry you are applying for.

Examples:

1. Customer Service position – **friendly and engaging phone manner, good people skills, interested in helping people**
2. Carpentry apprenticeship – **ability to measure accurately, hard working and enthusiastic about the building industry, willing to learn new skills**

Brainstorm Power words for the following industries



Fashion Retail



Apprentice Horticulture



Administration Assistant

LESSON 3: APPLYING FOR A JOB (SESSION 1)

POWER WORDS AND STATEMENTS - CONTINUED

Create a list of power words and statements

In response to your chosen job ad, create a list of power words and statements in your Resume Builder – part 3. These words will be used in your resume and cover letter.

Sample power words/statements

active	adaptable	ambitious	assured	attention to detail	calm
caring	cheerful	considerate	conscientious	hard working	consistent
creative	credible	dependable	determined	diligent	diplomatic
discreet	dynamic	eager	efficient	energetic	enterprising
enthusiastic	excellent	flexible	focused	generous	happy
honest	independent	industrious	knowledgeable	level-headed	loyal
mature	methodical	motivated	open	passionate	persistent
practical	productive	professional	punctual	quick-learner	realistic
receptive	respected	resolute	responsible	self-starter	sincere
steadfast	studious	tactful	team player	thoughtful	tough
trustworthy	unbiased	vigorous	warm	welcoming	willing

LESSON 3: APPLYING FOR A JOB (SESSION 1)

RESUME WRITING

Why is a resume needed?

- Resumes are expected for almost all types of jobs from Clerk to Chief Executive Officer
- Resumes allow you to have all the facts in the one place
- A strong resume can make you appear more professional than another candidate

Ingredients for a great resume

The job market is competitive; sometimes one job can have a huge number of applicants. In these situations, an employer/ recruiter only spends an average of **6 seconds** per resume!

This means, you need your top selling points and why you're best suited to the job, front and centre.

Make your writing clear and to the point, in a 1-2 page resume.

- Sell yourself! In many job application processes, a strong resume is your ticket to an interview
- Effective keywords/ power words and statements in response to the job ad you're applying for. Your resume should be customised for each individual job you apply for
- Computer generated with simple formatting, font size 11 or 12 point in black or grey, printed on clean white paper
- 1–2 pages in length
- Include accomplishments, awards and achievements
- Focus on your strengths, but never exaggerate the truth
- Include all current contact details for yourself and referees
- Explain gaps in employment history (travelling, parenting, studying etc.)
- Leave out: date of birth, place of birth or marital status. These items do NOT need to be included
- Have someone proofread your resume for mistakes or



information that may have been overlooked

What to write if you haven't had a job yet

Even though you may not have had work experience, you can still highlight the skills, abilities and experience you've gained through school, training, voluntary positions or community group involvement. Examples:

- When including relevant experience specific to the job – “I have two years' experience with all aspects of customer service and retail sales gained as a part-time volunteer with the Salvation Army's Savers program”
- Key skills, qualities and abilities specific to the job – “I have hands-on experience with a range of computer applications. I work well with others in stressful situations.”
- Relevant qualifications or training/academic track record specific to the job – “My studies have focused on mathematics and science, and I took additional applied maths and chemistry electives in Year 11.”



YOU CAN DOWNLOAD
A COPY OF THIS
RESUME TEMPLATE AT
JOBSFORYOUTH.COM.AU
IN THE REAL INDUSTRY JOB
INTERVIEWS SECTION

LESSON 3: APPLYING FOR A JOB (SESSION 1)

SAMPLE RESUME

1. Contact details

Provide your full name (or preferred name). Include your postal address, phone number and email address.

Make sure your phone has a clear voicemail message or that there is someone available to take a message for you.

Be sure to include an email address that looks professional (i.e. nothing like sugar_coated@hotmail.com). If you don't have a suitable email, now is the time to create a new account!

2. Objective

A career objective explains what you're looking for and what you can offer. It shows that you've thought about what kind of work you want to do.

Keep it brief (one or two sentences). It can be written to suit each job you apply for or it can be more general to suit your overall career or job goals.

3. Achievements & abilities

Include any formal achievements e.g. awards or certificates such as First Aid, a music or sport qualification.

Now think about more informal achievements (things you're proud of) based on your activities, hobbies and interests both in school and out of school e.g. clubs you belong to, tasks you help out with at home or in the community.

Abilities refer to the skills you have listed in your Resume Builder document.

1

Mary Richards
12 Orchard Grove, Highfield, 3023
0412 566 310
mary.richards@gmail.com

2 OBJECTIVE

I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks.

3 ACHIEVEMENTS & ABILITIES

- A team player and strong communicator
- Organised and great attention to detail
- Takes pride in work and always achieves tasks to high quality
- Computer skills: including word-processing, spreadsheets, research and social media
- Working with Children Check – volunteer
- Certificate – Introduction to First Aid

4 EDUCATION

2019

Year 10, Highfield Secondary College

Current student

Subjects include English, Social Science, Mathematics, Biology, Geography

5 PROFESSIONAL EXPERIENCE

March 2017
to Present

Highfield Primary School

After School Care Assistant – Voluntary

The Highfield Primary School after school care provides a safe and nurturing environment for up to 30 students.

Responsibilities: As after school assistant I support the Coordinator to organise recreational activities and healthy snacks for the students. I have become efficient at preparing and packing up activities and completing general administration in short time frames.

June 2019
(2 weeks)

Practical Shoes

Reception and Administration – School work experience
Practical shoes are a local shoe manufacturer that produces shoes and boots for work wear.

Responsibilities and achievements: During my two week work experience I completed a range of duties including answering phone enquiries, uploading content to the online store (Shopify platform), filing and general office duties.

6 INTERESTS

- School basketball team member - premiership team in 2018
- YMCA Computer Clubhouse member
- Australian Youth Climate Coalition member

7 REFEREES

Anna Bell

After School Care Manager
Highfield Primary School
0400 111 222

Cameron Davies

Teacher
Highfield Secondary School
03 9300 1111

8 *Written reference enclosed*



YOU CAN DOWNLOAD
A COPY OF THIS
RESUME TEMPLATE AT
JOBSFORYOUTH.COM.AU
IN THE REAL INDUSTRY JOB
INTERVIEWS SECTION

LESSON 3: APPLYING FOR A JOB (SESSION 1)

SAMPLE RESUME CONTINUED

4. Education

You can list your subjects and results or just name the last year of school you completed (where and when) – it's up to you.

5. Professional experience

Include any relevant work experience (position, name of employer and length of employment). Start with the most recent and work backwards.

Include a sentence about the employer. This shows you had an understanding of their core business/mission.

Aim to include some of the responsibilities you had in this job, and also any achievements you had, whether it was an achievement for the organisation or yourself.

6. Interests

Writing a bit about what you do in your spare time helps an employer get to know you. It's another chance to draw attention to your abilities and achievements.

Include things like team memberships, long-term interests and any informal training you've done through a social club or community group.

7. Referees

Who can be a referee?

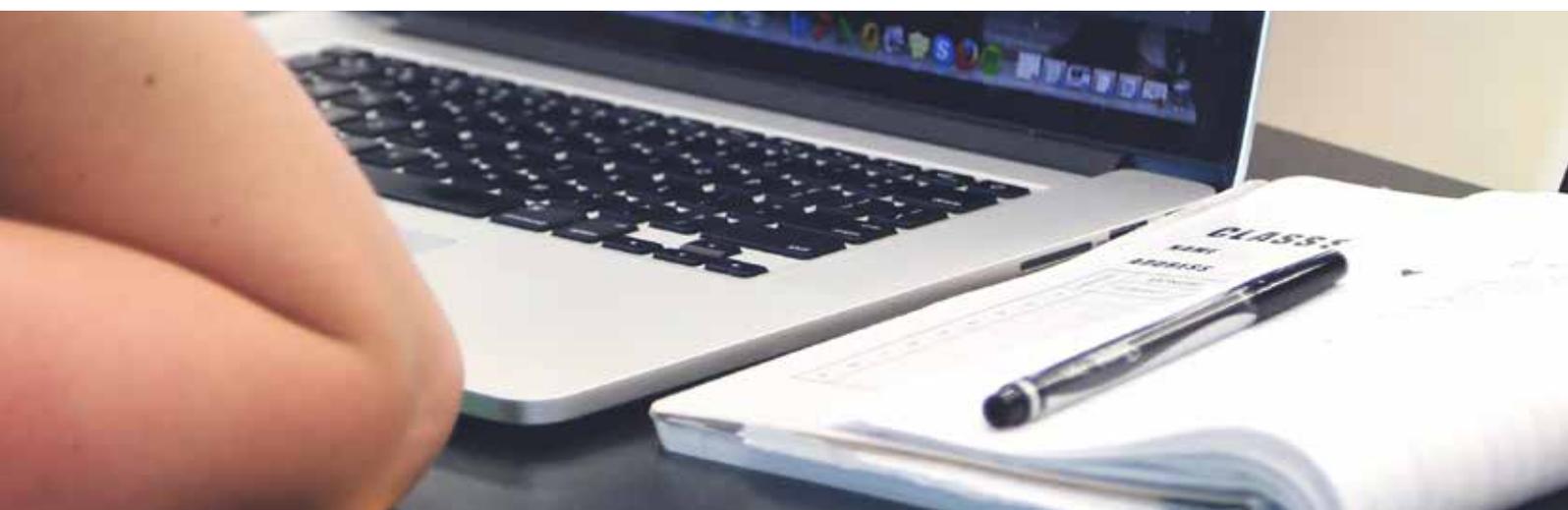
Someone who knows you well, like a colleague, teammate, coach, mentor, teacher or another member of the community you've worked with or helped out. Avoid using family or close friends as referees unless there are no alternatives.

Make sure you provide up-to-date contact details of your referees and always make sure you have permission before including them in a resume.

Always let your referees know if you're going for an interview. This means they will be prepared and expecting a call from the employer. It also helps to tell referees about the job you're applying for so they can think about how your skills and abilities will be relevant.

8. Written References

Written references are very useful to add to your resume to highlight your skills. You can ask referees to write you a reference that describes your best skills and qualities.



LESSON 3: APPLYING FOR A JOB (SESSION 1)

RESUMES, WHAT NOT TO DO

Mr Jon Smithington

12 Marine Drive
0400 111 222
Chocolate.addict@hotmail.com



Seeking an opportunity where I can apply my skills in a friendly organisation with plenty of room for advancement.

Experience

Sales Assistant

- Meeting sales targets
- Customer services
- Problem solving
- Visual Merchandising
- Customer follow ups

Sales Representative

- In store sales and quoting
- Highest achievement on sales
- Installation of Audio & Visual in homes and business.
- In home quoting was a big part of how I am during the sales process.

Family run business – Customer Service

- Customer Service and using the register to take payment
- Preparation of food daily – and orders for Wholesale Customers
- Ordering of Stock for the restaurant
- Managing Staff memver.
- Cleaning of Kitchen and restaurant area.
- Small levels of book keeping and processing of Invoices for payment.

Education

- Victorian Certificate of Education Completed
- Gained award for Graphic Arts

Intrests

Landscaping, tiling, deck work etc., Sports – Soccer and AFL, I love audio and visual entertainment and as a hobby I enjoy learning about all the new technology, especially the hi- fi department. An interest in motor sport, also enjoy to surf for relaxation, Most of all I love being with my family. I also love playing the drums. I also love food and dancing. Football best and fairest awards

References

Tina
0422 333 444

LESSON 3: APPLYING FOR A JOB (SESSION 1)

WRITING YOUR RESUME DRAFT

Get started on your resume

Using the information you have filled out on the Resume Builder handout (page 15-17), start the first draft of your resume. Remember, it should be tailored to respond to the job ad you have chosen.

If you already have a resume, edit it so that it responds to your chosen job ad.

You can download a copy of the RIJI resume template at jobsforyouth.com.au in the Real Industry Job Interviews section.

More resume samples can be found here:

- www.youthcentral.vic.gov.au/jobs-careers/applying-for-jobs/resume-template-vce-no-paid-work-experience
- myfuture.edu.au/career-insight/how-to-write-an-effective-entry-level-resume

Make sure your resume uses correct spelling and grammar, clear formatting, and profiles your skills and commitment to your targeted job.

Social Media check

It's not uncommon for employers to screen candidates by checking social media profiles. Go through all of the digital accounts you have created and make sure your photos and information have adequate privacy settings, and are not embarrassing towards your professional persona in your job search!

Create an Air CV

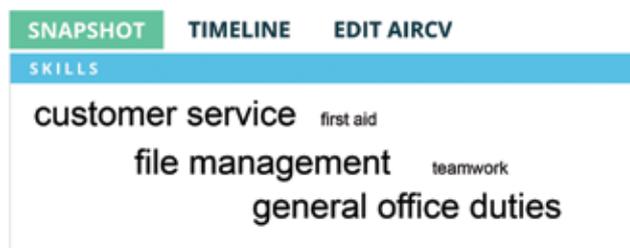
Login to jobsforyouth.com.au to create your AirCV. An AirCV is a visual snapshot of your resume that can be uploaded and used to apply quickly for exclusive jobs on Jobs for Youth. The AirCV aims to capture your skills and experience in a visual timeline. With your AirCV on jobsforyouth.com.au, you can choose to make it open for employers and recruiters to find it when they search for candidates.

To create an AirCV, navigate to the top black bar and click on 'AirCV'. Fill the fields public username, long story short (sell yourself! e.g. "Enthusiastic, willing to learn, interested in sales").

There are then two options:

1. Fill out each field career overview, skills and capabilities, experience, and education.
2. Or you can upload your resume file. After you have uploaded the file, click 'edit resume' to customise the dates, skills and text.

Note the key words it pulls out



Some larger employers use software to scan resumes for keywords and shortlist them before they're even read by a person! Air CV also suggests additional keywords based on what you have entered.