

Quick Resume Guide Instructor's Tips

Michael Farr

This brief review is for instructors using the separate booklet titled *Quick Resume Guide*. Please feel free to make copies of these tips for anyone teaching from or handing out this booklet.

What the Quick Resume Guide Is

For many years, I was asked by instructors, trainers, counselors, and others who worked with job seekers what I would say about job searching and resume writing if I had only a few hours. In other words, if time were short, what topics would make the most difference to job seekers? Although that is a simple question, I did not have a simple answer. The reason is that each person has different needs, and, therefore, what he or she needs to know varies. For example, a person who does not have a good sense of his or her job objective needs to settle that before resume writing and interviewing skills become important. Still, I developed three simple objectives to guide me when advising job seekers:

- The advice had to help them get better jobs than they might otherwise.
- The job search methods had to help them reduce the time required to get those jobs.
- The job seekers needed to have full understanding of and control over the decisions and actions they took on their own behalf.

What this means is that I wanted to provide advice that got results. When I ran job search programs, I learned that some approaches worked far better than others in meeting these objectives. But I also wanted the job seekers to understand their options and make decisions on what they should do on their own behalf.

I advocate that people not rely solely on sending out resumes as a job search method. Job seekers should also not sacrifice valuable networking time trying to make their resume “perfect.” Nonetheless, having a good resume ready to go is an important part of the process of networking oneself into a good job. So this book shows readers how to write an effective resume quickly.

These tips are designed to accompany packages of *Quick Resume Guide* (ISBN 978-1-59357-790-2), © 2010 by JIST Publishing.

Published by JIST Publishing, 7321 Shadeland Station, Suite 200, Indianapolis, IN 46256-3923. Phone: 800-648-JIST; Fax: 877-454-7839; e-mail: info@jist.com; Web site: www.jist.com.

All rights reserved. Duplication of this document is permitted for internal distribution to staff using *Quick Resume Guide*. No other use is permitted without written permission from the publisher. For a JIST catalog, call 800-648-JIST or visit www.jist.com.

Topics Covered In the Quick Resume Guide (QRG)

The time that an instructor can give to a job seeker is often quite limited. If you have only a few hours to work with someone, some resume points are more important to explain than others. Those points are included in the *QRG*. Although the *QRG* is short, I spent a lot of time writing and revising it so that every word counts. The *QRG* contains practical advice that helps job seekers do the following:

- Master resume basics.
- Write a simple resume in about an hour.
- Create a skills resume in just a few hours.
- Develop a cover letter and other job search correspondence.
- Use their resumes on the Internet.
- Polish and perfect their resumes.

How the QRG Can Be Used

The *QRG* is the newest addition to our *Quick Guide* series that includes *Quick Job Search*, *Quick Resume Guide*, and *Quick Job Success Guide*. Here are ways we recommend using these books:

As a giveaway to job seekers. The *QRG* is inexpensive enough to give to each person who needs its information. I learned years ago that some people will read material you give them and quickly begin to use it. Some will get a job without receiving any other services. Not all people will do this, of course, but enough will to make it worthwhile to give the booklet to anyone who wants it. How you distribute it and other related material will vary by your program and resources, but here are a few examples:

- **Systemwide use:** One state bought a license to use the contents of the *Quick Job Search* in its own publication. That edition was distributed to all unemployed people in the state who applied for unemployment compensation. Local offices chose how they would distribute the booklets.
- **Free handouts:** Schools and employment programs provide the *Quick Job Search* free to students and program participants. They might set them out on a rack, give them to a receptionist or intake worker to hand out, or distribute them in some other way.
- **As part of an initial orientation:** Programs providing individual or group orientations to their services give the *Quick Job Search* to participants. Participants may be asked to complete one or more sections before they attend a future session.
- **Following a layoff:** Although many employers provide no meaningful help to laid-off employees, some do. Even if more extensive resume and job search services are not provided, people being laid off often appreciate a free book and other resources.

As the basis for a workshop or class. The *QRG* topics provide an outline for a workshop or for several class sessions. I've covered the most important topics in as little as a few hours, but it is easy to use the *QRG* and other books in the series to structure a longer workshop or a series of class or group sessions. The content is flexible, so it can be used to fit whatever format you have. For example, some worksheets can be completed at home and reviewed in the session or be assigned for completion after the workshop. Activities or reading between sessions can be used as the basis for group discussion. And some activities could be completed in a group setting.

As homework to support individual counseling. If your organization does not provide group instruction, you can use the *QRG* to assist in individual career counseling. This is easily done by assigning sections to be completed at home and then reviewing the material one on one.

Additional Instructional Resources

JIST Publishing has more resources for instructors on career and job search topics than any other publisher. Ask for a catalog (call 800-648-JIST) or check out www.jist.com for details. Here are the materials I think will be most helpful for use with the *QRG*:

Getting the Job You Really Want instructor's guide and resource materials. I wrote an instructor's guide and resource materials for our more extensive workbook, titled *Getting the Job You Really Want*. This CD-ROM (a new edition of which is available after March 2011) covers all the topics discussed in the *QRG* as well as more broad job search help, so it provides lots of group presentation ideas that support the *QRG*. It includes group activities, discussion questions, homework, PowerPoints, sample resumes, quizzes, videos, rubrics, and other material to help structure your presentation.

Videos and video series. JIST has videos to cover all job search topics, including ones on writing resumes, using career references, interviewing, career planning, and using the Internet in the job search. JIST also has several video series that discuss job search topics. Many are based on my writings, so they reinforce key points in the *Quick Guide* series. If you have the time, videos provide an interesting change of pace to supplement or replace lecturing in front of the group.

Other support materials. Here are some other helpful publications to consider:

- **Resume and cover letter books:** JIST publishes an extensive collection of the best guides to resume writing available. They range from brief guides such as *Same-Day Resume* and *30-Minute Resume Makeover*, to longer guides such as *Quick Resume & Cover Letter Book*, to extensive references such as *Résumé Magic*, and collections of sample resumes including *Gallery of Best Resumes* and the *Expert Resumes* series. Also available are a number of books focusing on cover letter writing and samples, such as *15-Minute Cover Letter*, *Cover Letter Magic*, and *Gallery of Best Cover Letters*.
- **Pocket Book of Job Search Data & Tips:** This booklet fits in a pocket or purse. It collects and organizes details needed during a job search, such as addresses and phone numbers of references, employers, and others; lists of key skills and experiences; related courses, education, or training; detailed work history; and tips for interviewing and job seeking.
- **Assessment instruments:** JIST has career interest inventories and other "tests" to help people identify career options. Some good options include the *Career Exploration Inventory (CEI)*, *RIASEC Inventory*, *O*NET Career Interests Inventory*, and *Transferrable Skills Scale*.
- **Career reference books:** Updated by the U.S. Department of Labor every two years, this book is one of the most useful career information resources. Other important career references include the *New Guide for Occupational Exploration*, *O*NET Dictionary of Occupational Titles*, and *Best Jobs for the 21st Century*.
- **Other JIST books:** I've written more than 30 books on career topics and helped develop many others. Some, such as *Getting the Job You Really Want* and *Young Person's Guide to Getting and Keeping a Good Job*, are workbooks for use with specific groups or that cover topics in more detail. Others, such as *The Very Quick Job Search*, are resources for job seekers and instructors who want more detailed information.

In Closing

I hope these brief tips help you use the *QRG* a bit more effectively. Remember to find ways to enjoy what you do and to help others to enjoy the workshops, classes, or counseling sessions you provide. In some cases, what they learn from you will be the most important education they ever experience.