

Resumes



What words do you remember?

...

This is not a test! :)

Vocab database

Resume: summary of previous experience, qualities, skills, personal information, education

Salutation: opening to a letter, or a greeting

Aspire: want to achieve

Upbeat: happy

Vocab database

Literature: writing, books, poems

Decline: refuse

Conduct: carry out

Submit: give, to input something, to turn in

Application: form

Vocab database

Interpersonal skills: dealing between people, communication

Wacky: silly, unprofessional

Omit: leave behind, to not include, something is missing

Vocab database

Recruiter: recruit, employer, person to submit your application to

Vocab database

Applicant:

**What do you think employers look for
in a resume?**

...

What do employers look for?

- Experience
 - Teaching at the Summer language institute
- Skills
 - Teaching certificate, being friendly (interpersonal skills)
- Education
 - Teaching degree, college, awards for grades

What do employers look for?

Thesis: final work for graduation

Write down words you don't know.

...

Just using your brain is okay too.

Resume

Don'ts



Take a quick note of “don’ts”



We will use this later

Don'ts

- Don't use pictures
- Don't use an unprofessional email
- Don't use personal pronouns (I, me)
- Don't use a crazy format

Extra Don'ts

- Don't be too long
 - Unless if you have a lot of relevant experience
 - Generally one one page
- Don't put negatives about yourself
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The Resume of Errors



Highlight as many errors as you can!

Share?



Write a list of skills you have for your job!

...

What skills do you have that are relevant for the job you want?
Write them out.

Fill out the skills section of this resume (no pronouns!)



If you have more time, fill out experience or education too.
Teachers please help them as much as they need.

<https://docs.google.com/document/d/1A-Rp4jTSF1PsUEeX5-GtxLI9uhuixp8XFjB918ZJuHI/edit?usp=sharing>

Interview tips!

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