

**RESUME
AND
APPLICATION
PREPARATION
WEBINAR**

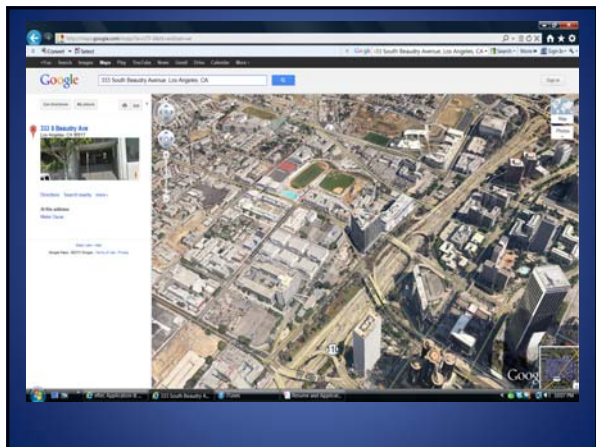
MAY 1, 2013

SESSION OBJECTIONS

**DISCOVER WHAT A RESUME/
APPLICATION REALLY IS**

**LEARN TIPS TO CREATE/UPDATE YOUR
RESUME/ APPLICATION**

**LEARN HOW OTHERS SEE YOUR
RESUME/ APPLICATION**



**REAL ESTATE
RESUME & APPLICATION
YOUR CAREER "MODEL HOME"**

NUTS AND BOLTS

START WITH AN
ASSESSMENT OF WHERE YOU ARE TODAY?
WHERE YOU WANT TO BE?
MAP OUT HOW TO GET THERE (GAP)

THEN GET ORGANIZED
GATHER UP EVERYTHING JOB RELATED
ACCOMPLISHMENT LIST
CREATE A MASTER RESUME
REFERENCES

RESUME & APPLICATION

Is it Current and I don't mean up-to-date?
Paper, Virtual (Linked In), Biz card-size, QR Codes

ACCOMPLISHMENT LIST

90-second "**ELEVATOR SPEECH**"


Your Competencies
TOOLBOX

Resume/Application Bingo

Get Organized	Contact Info: Clear and Easy to Find	Achievements instead of "Responsibilities"	List Highest Level Duties First
Clean up your VIRTUAL you <i>Recruiters are checking</i>	Email Address And Voice Mail Professional and Easy to Identify	Analyze Job Ads	No Jargon, slang or "LAUSD speak"
Create & Maintain a Master Resume	Check Web /Online Job Boards for Tips	Tailor your Resume to each job	Clarity is power Think Twitter (140)
What you did, Where you did it and Who you did it for?	Use the right keywords (Nouns-Clues)	No Exaggerations <i>There is no place to hide in Cyberspace</i>	Use ACTION verbs www.quintcareers.com

WHEN IN DOUBT "YOU TUBE"

"Toto, I've got a feeling we're not in Kansas anymore"



Looking for Evidence...

That you:

- DID the Job**
Work History and Accomplishments
- CAN DO the Job**
Career Progression/Training/Education
- WILL DO the job**
Your "pitch" and References

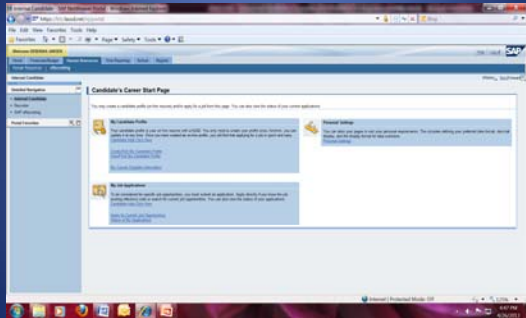
RECORDS SUMMARY

Work Strong: Your Personal Career Fitness System- Peter Weddle

CONCENTRATE ON THREE ASPECTS OF YOUR BACKGROUND:

- **YOUR SKILLS, ABILITIES AND COMPETENCIES;**
- **YOUR EXPERIENCE USING THESE SKILLS, ABILITIES AND COMPETENCIES;**
- **YOUR ACCOMPLISHMENT USING THESE SKILLS ABILITIES AND COMPETENCIES ON-THE –JOB.**

ERECRUIT AND YOUR APPLICATION



LAUSD APPLICATION SYSTEM

THE LAUSD ONLINE APPLICATION SYSTEM IS CALLED eRECRUIT.
eRECRUIT IS PART OF BTS AND CAN BE ACCESS THREE DIFFERENT WAYS.

1. The Talent Acquisition Selection Branch website: www.lausdjobs.org
2. By clicking "Apply" on a job bulletin
3. The BTS/SAP portal <https://bts.lausd.net>

APPLICATION WIZARD

BY COMPLETING ALL OF THE STEPS IN THE APPLICATION WIZARD YOU WILL SUCCESSFULLY SUBMIT AN APPLICATION.

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graph LR; subgraph Row1; direction LR; A[Experience] --> B[Education]; B --> C[Desired Employment]; C --> D[Attachments]; end; subgraph Row2; direction LR; E[View/Print] --> F[Questionnaire]; F --> G[Cover Letter]; G --> H[Submit]; end;
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CANDIDATE PROFILE

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graph TD; CP((Candidate Profile)) --- WE((Work Experience)); CP --- EDU((Education)); CP --- DE((Desired Employment)); CP --- V&P((View & Print)); CP --- R((Release)); CP --- ATT((Attachments));
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CANDIDATE PROFILE

- SUMMARY OF WORK EXPERIENCE.
- LISTS EDUCATION AND SKILLS.
- AUTOMATICALLY POPULATES INTO YOUR APPLICATIONS.
- CAN BE UPDATED INSTANTLY.

THE EXPERIENCE TAB CONSISTS OF YOUR WORK HISTORY.

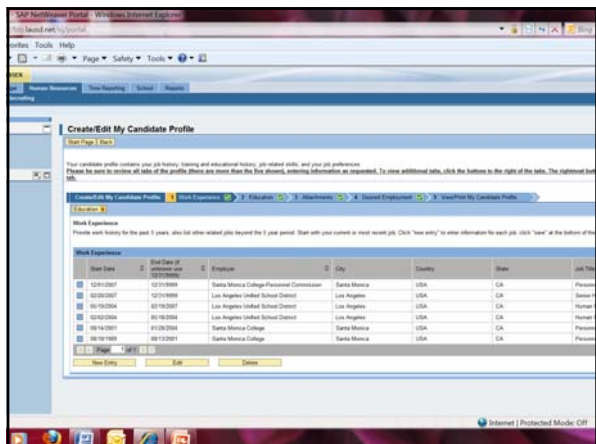
INCLUDE RELEVANT DETAILS SUCH AS:

- WORK LOCATION
- WORK TITLE
- DUTIES PERFORMED (MOST IMPORTANT 1ST)
- TOOLS USED
- ACCOMPLISHMENTS AND PROJECTS



AFTER READING THE EXPERIENCE TAB, IT SHOULD BE CLEAR TO THE READER

HOW & WHEN YOU MEET THE ENTRANCE REQUIREMENT



GET STARTED
NEAR ENDLESS RESOURCES

ONLINE JOB BOARDS (MONSTER.COM)
COLLEGE/UNIVERSITY
ALUMNI/STUDENT CENTERS
BOOKSTORES AND LIBRARIES
WORKFORCE CENTERS
"GOOGLE" IT

QUESTIONS

deborah.jansen@lausd.net
213 241-5449
