## RESUME AND APPLICATION PREPARATION WEBINAR

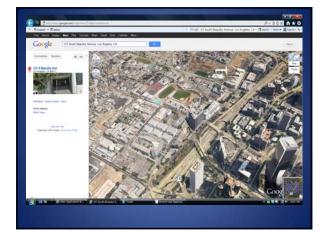
MAY 1, 2013

### **SESSION OBJECTIONS**

DISCOVER WHAT A RESUME/ APPLICATION <u>REALLY</u> IS

LEARN TIPS TO CREATE/UPDATE YOUR RESUME/ APPLICATION

LEARN HOW <u>OTHERS SEE</u> YOUR RESUME / APPLICATION





BREATH...

Your Resume & Application content is not just about your Past jobs, it's About YOU and how you performed and what you have ACCOMPLISHED

THINK OF YOUR RESUME AS A MARKETING PIECE , A TOOL TO PLACE YOU IN THE BEST POSSIBLE LIGHT

## **FIRST THINGS FIRST**







### 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**

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"



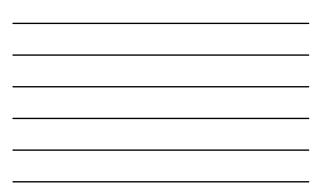
Your Competencies TOOLBOX

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 Recruiters are checking	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 There is no place to hide in Cyberspace	Use ACTION verbs				



## WHEN IN DOUBT "YOU TUBE"











#### The Secrets of a

Human Resources Professiona

*or* What a recruiter is really thinking when they see your resume/application



# Looking for Evidence...

## That you:

#### **DID the Job**

Work History and Accomplishments

#### CAN DO the Job

Career Progression/Training/Education

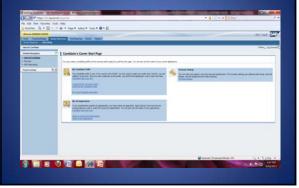
#### WILL DO the job

Your "pitch" and References

### **RECORDS SUMMERY**

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.



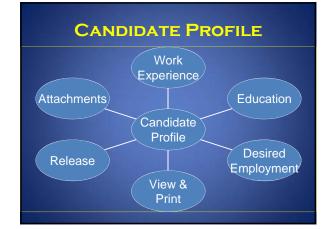
#### **ERECRUIT AND YOUR APPLICATION**

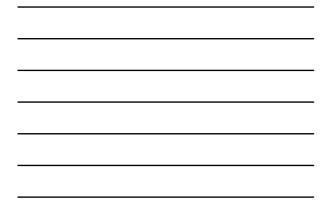
## LAUSD APPLICATION SYSTEM

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







#### 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 1<sup>ST</sup>)
- TOOLS USED
- ACCOMPLISHMENTS AND PROJECTS



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

HOW & WHEN

ENTRANCE REQUIREMENT

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## **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