RESUME AND APPLICATION PREPARATION WEBINAR

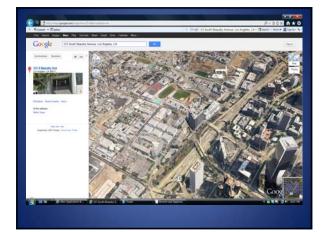
MAY 1, 2013

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"



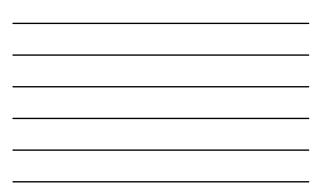
Your Competencies TOOLBOX

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

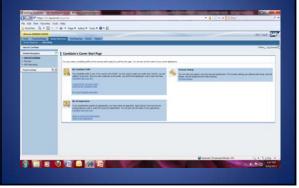
WILL DO the job

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.



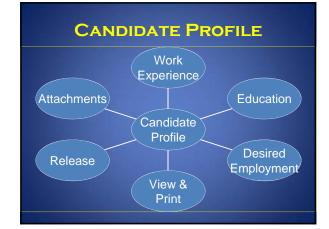
ERECRUIT AND YOUR APPLICATION

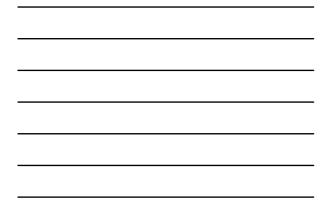
LAUSD APPLICATION SYSTEM

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 1ST)
- TOOLS USED
- ACCOMPLISHMENTS AND PROJECTS



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

HOW & WHEN

ENTRANCE REQUIREMENT

		-		-					· · · · · · · · · · · · · · · · · · ·	* × 255
orites Tools	Help									
	18 × P	age 🕈 Salah	•	Tools • 😧	• 22					
NACK .										
The Assessed in		Trea Reporting	-	All Present						
including.			-	-						
	_									
-		1	635	1000						
		te/Edit My C	and	idate Profil	•					
	Stat Pa	and their								
	Thereine Person I	debite profile cont-	22	or pik lookery, him to of the section i	1.	d adsortational holizy; pily-related skills, and your p are more than the live showed, antening inform	it pelowants	ing additional table office the	buttoes to the code of the last	in. The rightmost b
B	Mb		_		_				Comment of the Law Collins of	
		na Edit My Candi	-		1.00	wee 😸 2 Chiefen 🗇 3 Mathia	es So 4 Descritor			
		an Tula Mg Canada Mari 👔	1404 P	unter 1 Vice	1111	Composition (p) 1 Marrie	to So A Dependitor			
	(file) Mod	taparianca								
	(file) Mod	taparianca				elded pils leyord the 1 year point. Shat with yo				er a da beber e
	ilian Rođ	Experience a set hotery for								e" a De Sebot d
	ilian Rođ	taparianca		C part, disclut		alated pilo, beyond the 1 year parent. That with y	ut suffeet in freed worket)			e" a De Johon d
	ilian Rođ	Experience a set hotery for			-0	alated pilo, beyond the 1 year parent. That with y				122
	ilian Rođ	Capachenes a anti-batory for 1		End Date of	-0	alated pilo, beyond the 1 year parent. That with y	ut suffeet in freed worket)	ili, Okik "hen kility" ili attar i	dermation for pack pills. Objek "See 19 1 1927.	Jan 7
		Repetitions a sort history for t Experiment Mart Lans		End Deer of Sold Deer of Statement use	-0	elated pile layord the 1 year parent. That was ye Response	a subet a red ward)	il), Cluit "hav arthy" is arthur a Dantity	formation for each pill (10% "be Notes CA CA	Jan 1 Para
		Experience a sort fusion for Experience Mart Data 1241-2401		End Dee of Stations one Stationer one Stationer	-0	elderf pils beyond fro 1 year period. There with ye Brophyse 1 Tarta Monia College Personnel Correspond	a canvet is read second ; Entry Santa Moneca	ek Okti "here delay" is onlar in Davriny 1504	dermation for each pill citch "se Nime CA	Jan 7 Period
		Caperience n and loosy for Date Date Late Date Caperiod		End Date (F End Date (F) End Date (F) E	-0	elded pilo leyont for 1 year point. Ther will ye Branklove 1 Sama Manag Catago Provided Constance Law Agence (celled Tobus Depart	ar Latert is read wavet) E Gay Barts Manua Lare Angeles	ek Okti Tere delay' is otter a Davety USA USA	formption for each pile chick "yes Dates CA CA CA CA	Jan 7 Peri Ben Hore
		Experience a set have be Experience a set have be Experience toto 200 toto 200 toto 200 toto 200 toto 200		End Dates (M End Dates (M School and School	-0	andwar price lawy over the 1 year point. Topic with or Bringsoper 1 Bring Monas Change Presision of Commission Law Angenes Under Blacker Disease Law Angenes Under Blacker Disease	a subret or read wavet) Say Santa Manca Lee Angeles Lee Angeles Lee Angeles Santa Manca	0 Dos "tere intry" to enter a Destity USA USA USA USA	demoten for each pit (list "an CA CA CA CA CA CA	and T Paras Same Tama Tama
		Experience a set have be Experience a set have be Experience toto 200 toto		E years, doo lat activate of activate on activate activat	-0	Interd pile layout the 1 year point. Share with year Brance Callage Proceed Commission Las Angine Callage Proceed Commission Las Angine Callage Dates Dates Las Angine Callage Dates Dates	ar curvet is recel recent ; Sey Earth Mencia Line Angeles Line Angeles Line Angeles Line Angeles	it) Chill "besi deby" is ofter a Davery USA USA USA USA	formption for each pile chick "yes Dates CA CA CA CA	2017 7 mil
		Experience Experience next function Experience Next Date 1241-0207 05/15/2004 0242/2004 05/15/2004 05/15/2004 05/15/2004		End Dates (M End Dates (M School and School	-0	andwar price lawy over the 1 year point. Topic with or Bringsoper 1 Bring Monas Change Presision of Commission Law Angenes Under Blacker Disease Law Angenes Under Blacker Disease	a subret or read wavet) Say Santa Manca Lee Angeles Lee Angeles Lee Angeles Santa Manca	0 Dos "tere intry" to enter a Destity USA USA USA USA	demoten for each pit (list "an CA CA CA CA CA CA	2017 7 mil
		Caperiesce a sett leave ter Caperiesce		End Dates (M End Dates (M School and School	-0	andwar price lawy over the 1 year point. Topic with or Bringsoper 1 Bring Monas Change Presision of Commission Law Angenes Under Blacker Disease Law Angenes Under Blacker Disease	a subret or read wavet) Say Santa Manca Lee Angeles Lee Angeles Lee Angeles Santa Manca	0 Dos "tere intry" to enter a Destity USA USA USA USA	demoten for each pit (b) "an C4 C4 C4 C4 C4 C4 C4 C4	Jan 7 Pena Ben Horse Roma

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