



LAS POSITAS COLLEGE

CAREER/TRANSFER/EMPLOYMENT CENTER

THE RESUME & COVER LETTER

Getting started!

1. Make an appointment to meet with a Las Positas College counselor by calling (925) 373-5822. All of our counselors are trained in academic, career and personal counseling.

2. Las Positas College offers Psychology-Counseling 10, a **Career and Educational Planning** class. This class is a support group and provides a positive way to begin your job search. Psych 10 covers self-assessment to increase awareness of your skills, accomplishments, preferences, motivation, and priorities. In addition, will need to consider your financial needs and the geographic location of prospective employers. Completing self-assessment gives you a clearer picture of what to look for in your next job!

3. Las Positas College's **Career/Transfer and Employment Center** staff can be reached at (925) 373-5823. Staff will assist you to research job titles, skill requirements and companies so you can begin to match up your skills with a job.

Purpose of a resume

A resume is a marketing tool, designed with the goal of obtaining a job interview. Your resume should market your relevant skills, knowledge, and accomplishments.

Preparation

Have you identified the career fields and types of employers that will be the focus of your job search? Can you answer the questions, "What type of job are you looking for?" What kind of skills do you have?" and "What type of company do you want to for work for?" It is much easier to write a resume to highlight your skills, knowledge, and accomplishments. You may however have several resumes for different types of jobs.

Types of resumes

A **Chronological** resume lists your job history in an organized chronological order, with your most recent job listed first. A chronological resume is easy to read and is *suited to those whose career goals are clearly defined and whose job objectives are aligned with a relevant and progressive related work history.*

A **Functional** resume highlights your skills and accomplishments developed through work or other related experiences. *Skills and potential should be stressed and lack of experience should be de-emphasized.*

A **Combination** resume includes features of both Chronological and Functional styles. Accomplishments and skills are often listed under "Qualifications Summary". *This style resume is advantageous for those who wish to change a job in a related career field or strategically promote their most marketable skills.*

Resume reference books

[Resumes That Knock'Em Dead](#)

[From College to Career-Entry Level Resumes for Any Major](#)

[The Resume Catalog](#)

[Gallery of Best Resumes for Two-Year Degree Graduates](#)

For more information on resume styles

www.brilliantpeople.com
www.monstertrak.com
<http://www.rileyguide.com/letters.html>
www.collegegrad.com/resumes

Resume templates

www.collegegrad.com

Other resources:

**Tri-Valley One-Stop
Career Center**
5020 Franklin Drive
Pleasanton
(925) 484-5252

What are transferable skills?

- Budget management
- Supervising
- Public relations
- Dealing with pressure
- Negotiation
- Public speaking
- Writing
- Organizing
- Interviewing
- Teaching/Instructing

Resume headings

Contact section:	Phone and email address
Objective:	Employment goals
Experience:	Specific and transferable skills
Education:	Knowledge
Employment:	Experience



Resume check list

1. Begin by making a chronological list of education and employment history.
2. Go back and add skills and accomplishments to both areas.
3. Now use action verbs and make your statements more concise.
4. Read the job announcement for a position you are interested in. To make sure you have addressed the company's needs by matching your skills. Choose a resume style that shows off your skills with appropriate headings such as: technical, customer service, or business/marketing management skill areas.
5. Proof your resume and save it on a disk. Make copies for others to read and for you to revise as needed.
6. Use quality paper of white or bone for your resume and cover letter, and use a readable font.

Need more help?

Make an appointment in Counseling, Bldg.700 or by calling 373-5822 or in The Center, Bldg. 900 or by calling 373-5823 to have your draft resume reviewed. Bring in your disk to update your draft.

A resume requires some work! The time you spend developing your resume will definitely help in the interview process because you will have given thought to the position you want and the skills, knowledge, and accomplishments you can bring to the position. *As you develop new skills, keep updating your resume!*