

RESUME ASSISTANCE is AVAILABLE for FVCC Students!

FVCC provides access to a Resume Writing software program for our students, and the Career Development Coordinator can help you with wording, formatting and an overall critique. But only you know your job objective, skills, experience and personal preferences. Therefore, we ask that you bring the following information and complete a couple of quick steps before we schedule a time for your appointment. Thanks - this will save time for all!

BEFORE YOUR APPOINTMENT

Gather information to bring or complete a Resume Worksheet:

- 1) Bring a job description, if available, for the job you're interested in.
- 2) Make a list of your previous jobs, going back at least ten years; more if your previous jobs are relevant to your job objective now. Be sure to include:
 - a) Name of organization, business address phone, your title or position, your job responsibilities and skills.
- 3) Look up your GPA – you may want to include this if it's 3.0 or better.
- 4) Names of the schools/colleges you've attended, your degree area and the exact name of any certifications.
- 5) Any previous resumes.

Complete the following:

- 1) Login into the **Ready Made Resume Guide**: <http://susanireland.com/flathead-valley-community-college>. Or go to www.fvcc.edu, click on "Current Students", then in the listing there, click on "Career Services & Internships". On the left navigation bar, click on Looking for a Job, the link to Ready Made Resume is about 2/3 down the page. It will ask for the school password. Enter "mount-22". Then you'll need to create your individual account and create your own registration. Input a username Write it down: Username _____ . The password will remain as mount-22. Be sure to bring this to your appointment
- 2) Print out:
 - a) Any job descriptions that looking interesting to you.
 - b) The occupational description for your chosen occupation using the **O'NET Online** (Occupational Online Network), under **Step 1, Find a Job**.
 - i) **HIGHLIGHT** any of those words, phrases or sentences of things you've done whether in school, at work, as a volunteer, hobby....
- 3) Think and write down some specific, relevant, detailed accomplishments that will set you apart from the applicants.
 - a) Think about the where's, why's, what's and for's...
 - b) Add details showing the biggest, the best, #'s, %'s, use words like up to #, over, total years,

Once you've a) gathered your materials, b) registered as a user on the Ready Made Resume site, and c) completed the highlighting exercise, you're ready to make an appointment! Or, you're welcome to keep going and get as far as you can then bring in a rough draft of your resume.

You will be completing your resume using WORD on a computer and will need to be able to save this in electronic format. So be sure to **bring a "thumb drive", memory storage device with you.**

Please call the reception in the Learning Resource Center, at 756-3880 to schedule an appointment.