

# resume remedy

ASRC



Your guide to creating a reliable resume that will get you noticed!

## What is a Resume?

resume [rez-oo-mey]- a brief written account of personal, educational, and professional qualifications and experience

Writing your resume can be a daunting task if you have never written one before. How can you possibly list everything in your life in a page? This guide will help you to organize your education and experience to create a dynamic resume that will help you get

The first thing you should remember is that your resume should be tailored to the type of job or position you are applying for. If you are applying to be a computer technician, your employer would want to know what skills and education you have that relate to being a computer technician. That might not be the time to list every person you've babysat for! Keep in mind that you are trying to stand out.

By the end of this guide you should be able to put together a cohesive and effective resume that is

organized and focused to help you stand out from the crowd.

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Compliments of  
ASRC Shareholder & Community Programs





## Resumes: Its like learning to ride a bike!

When you were learning to ride a bike, you probably started with training wheels. Just as few people can jump on a two-wheeler without prior experience, few people can create an effective resume without guidance. In this guide you will first you learn the different parts of a resume and then we will go through the steps of putting it together. Pretty soon you will be able to take off your resume training wheels and be speeding off to your future!

Resumes generally consist of 3-5 sections including: Objective, Education, Experience, Awards/ Recognitions, and Membership in Clubs/ Organizations. At the top you put your name and contact information. If you have never seen a resume before you should probably look online for an example so you have some idea of what it looks like.

### OBJECTIVE:

The objective is usually (but not always) included on a resume. Identifying the objective is useful if you weeds for your aunt. You want to

that does not know which position you would like to fill. This helps them to see why you listed what qualifications you did. Even if you don't include an objective on your resume, having an objective in your mind will help you to better organize what you put on your resume.

### EDUCATION:

Education is really important when it comes to getting the job you really want. Your education section should not include high school if you are past your first year of college. This is the time where you can include your GPA (provided that its at least a 3.0), any accomplishments while in school, and maybe clubs or organizations you are/ were in. Did you help produce the newspaper? Did you coordinate an event? Anything that you played a significant role in that is also relevant to the job you are applying for can be included here.

### EXPERIENCE & SKILLS:

Given that you probably are in college and don't have an extensive work experience, it would probably be good to put as much as you can about jobs that you have had. What you shouldn't put is anything about helping to watch your little sister or pulling

## Tip #1

### Size Matters!

Make sure your name is larger (14-16 pt. and/or **bold**) than the rest of your text. You should stand out! The rest of your text should be a 12 pt. font in Arial or Times New Roman is recommended.

highlight your skills and experience, as the title implies. Also, if you have any special skills that relate to this particular job, such as fluency in another language or certain computer programs you know that go with this job, you could incorporate that here. Remember: relevant information is key.

### AWARDS/RECOGNITIONS:

If you have received a boatload of awards throughout high school and college, then you might want to consider putting in this section on your resume. If you have, say, one or two, it might look better to just put it with Education.

### COMMUNITY INVOLVEMENT:

This is really for people who are/ were really active in volunteer work or other types of clubs or organizations. If you held an office in a club or did a significant amount of time volunteering for something AND it relates to the company/position you are applying for, this is a good section to have.

So all in all, you should have a good idea of what a resume includes and what parts you would like to put into yours! Are you ready to take off those training wheels yet?

# RESUME REMEDY WORKSHEET

Are you ready to start putting it all together? This worksheet will guide you in formatting everything you need on your resume.

## SECTION 1: YOUR CONTACT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Tip #2

Spell it out!

Don't assume the employer knows what NHS or UAA stands for.

## SECTION 2: OBJECTIVE

WHAT IS IT YOU ARE TRYING TO ACCOMPLISH? (EX. "TO OBTAIN A POSITION AS A COMPUTER TECHNICIAN")

TO \_\_\_\_\_

## SECTION 3: EDUCATION

GRADUATED FROM \_\_\_\_\_ HIGH SCHOOL (WITH A \_\_\_\_\_ GPA, IF HIGHER THAN 3.0) \*ONLY FOR FIRST YEAR STUDENTS

(OTHER SCHOOLING/CERTIFICATES) \_\_\_\_\_

CURRENTLY A STUDENT AT \_\_\_\_\_ (COLLEGE/UNIVERSITY) (WITH A \_\_\_\_\_ GPA, IF HIGHER THAN 3.0)

MAJORING IN \_\_\_\_\_

TAKING COURSES IN (LIST UP TO 3 COURSES THAT MAY BE RELEVANT TO THIS POSITION) \_\_\_\_\_

(LIST ANY HONORS/RECOGNITIONS) \_\_\_\_\_

## SECTION 4: EXPERIENCE & SKILLS

(LIST JOBS STARTING WITH THE MOST RECENT)

\_\_\_\_\_  
\_\_\_\_\_

(RELEVANT SKILLS GAINED THROUGH JOBS LISTED, EX. "CREATED NEW SOFTWARE, MAINTAINED WEBSITE")

\_\_\_\_\_

(ANY OTHER RELEVANT SKILLS) \_\_\_\_\_

## SECTION 5: COMMUNITY INVOLVEMENT

(LIST ANY OFFICES HELD IN CLUBS OR ORGANIZATIONS AND/OR VOLUNTEER WORK DONE IN A SIGNIFICANT AMOUNT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Now that you have all of your information, it's time to put it together in a cohesive format that looks nice and has everything you need in it. Remember to use action verbs that highlight your skills and experience (see page 4).

# 147 Ways to Say it on Your Resume

Achieved	Consolidated	Directed	Figured	Instructed	Partnered	Shaped
Activated	Constructed	Distributed	Filtered	Insured	Piloted	Simplified
Adapted	Contributed	Diverted	Focused	Integrated	Pioneered	Solved
Advocated	Controlled	Drafted	Formulated	Interpreted	Planned	Sorted
Aided	Converted	Drove	Furthered	Inventoried	Prepared	Specialized
Analyzed	Cooperated	Edited	Generated	Investigated	Produced	Specified
Arranged	Coordinated	Educated	Guided	Lectured	Provided	Standardized
Assembled	Corrected	Electrified	Handled	Maintained	Rectified	Stimulated
Assisted	Created	Eliminated	Headed	Managed	Reduced	Straightened
Attained	Debugged	Engineered	Identified	Marketed	Referred	Streamlined
Catalogued	Deferred	Enhanced	Illustrated	Measured	Regulated	Strengthened
Charted	Defined	Ensured	Implemented	Mediated	Remodeled	Succeeded
Clarified	Delegated	Established	Improved	Mentored	Rendered	Supported
Coached	Delivered	Evaluated	Incorporated	Merged	Reorganized	Surpassed
Coded	Demonstrated	Examined	Increased	Motivated	Repaired	Synthesized
Collaborated	Designed	Exceeded	Indexed	Negotiated	Resolved	Tabulated
Communicated	Detailed	Executed	Individualized	Obtained	Restored	Transformed
Compiled	Determined	Exhibited	Informed	Operated	Restructured	Unified
Computed	Developed	Expanded	Initiated	Ordered	Reviewed	United
Conducted	Devised	Facilitated	Inspired	Organized	Served	Utilized
Conserved	Diagnosed	Familiarized	Installed	Oversaw	Serviced	Vitalized

# job-hunting etiquette

## How Social Networking Sites Affect your Job Hunt

If you are like the majority of college students, you probably have a profile on MySpace, Facebook, and/or other various social networking websites. The connected age we live in has both benefits and downfalls (if you aren't careful) when it comes to looking for a job.

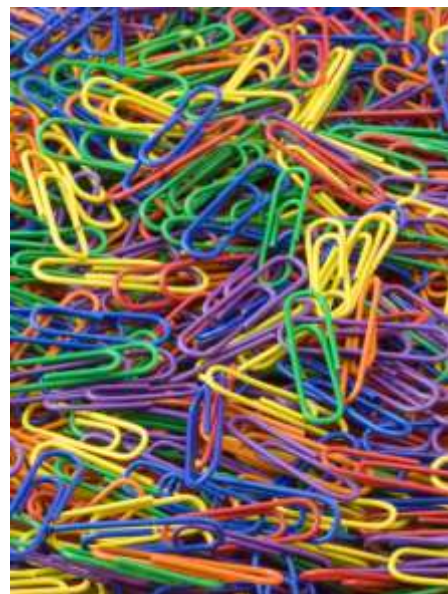
### BENEFITS:

One of the great things about the Internet is that you can find just about anything you are looking for, including jobs. There are countless websites dedicated to helping employers find employees and vice versa. **Facebook Jobs** is a fairly new application that can help you get connected with employers from every business.

### DOWNFALLS:

As with most good things, there is often a downside. The biggest thing to remember is to filter whatever you put on social networking profiles. It would not look good for you to have pictures or information in your profile that portray you as a party animal. Employers want to hire the best employee for the job, and they can and probably will look at what you say about your self on the Internet.

With that said, just be aware of how you can use the Internet to help or hurt you. It can be an amazing resource that can help you get to your dream job or it could get you fired. Be sensible!



## Tip #3

### Be Consistent!

Use the same font for your cover letter and your resume.

## electronic

vs.

## paper etiquette

As the digital age continues to expand, many employers request that you submit your resume electronically rather than on paper. Either way, there are some important things you need to remember when submitting your resume.

## electronic

### format

If you want to be sure your formatting/spacing stays the way you want, save your document as a PDF.

### cover letter

Even electronic resumes need a cover letter. If you are emailing it to the employer, you do not need to include their physical address at the top as would on paper. Remember this is a professional business letter that should not include any informal verbiage or abbreviations such as LOL, TTYL, etc.

## paper

### format

For best quality, print on resume paper in a neutral color with a laser printer.

### cover letter

Cover letters are important to let your employer know your purpose and reasons why you are good for this job. Don't forget to sign your letter (preferably in blue ink) and don't staple it (fold it in thirds so that the address at the top of your cover letter is the first thing seen).

## Using your Campus Career Center

Career Centers are there to help you succeed, here's just a few services they probably offer:

### 1. Career Counseling

Unsure of what career path you would like to take? Career Counseling might be for you!

### 2. Job Search Strategies

Perfect for those in search of a job.

### 3. Online & Classroom Workshops

They probably have workshops on a variety of topics relating to careers.

### 4. Resume & Cover Letter Critique

Still unsure about your resume or do you just want a second opinion? Someone would probably love to help you!

### 5. Job Fairs

Hundreds of employers set up displays to recruit students like you for their companies. This is a great way to network!

## Tip #4

### Be Confident!

If you hold your head up high, your potential employer will notice. Be confident in your abilities!



## What is an “elevator pitch”?

If you have seen the movie *Working Girl* with Melanie Griffith you know that her “elevator pitch” is a key scene for the character Tess. An elevator pitch is basically your resume and cover letter summed up in 30 seconds (about 100 words). It describes who you are, what you know, and why you are good for the job. Its called an elevator pitch because theoretically if you met an employer on an elevator you could give him or her your qualifications before the elevator ride was over. Having one is important for spontaneous situations and it could even help you focus your resume or cover letter.

## How do you write an elevator pitch?

Now that you know what an elevator pitch is, let's go over how to write one.

1. Sum up your name and education in one sentence. Ex: “My name is Robin and I go to the University of Central Florida majoring in Physics Education. I am also in the Honors college.”

2. Sum up your qualifications for the particular position (let's say its for an internship as a physics teacher). Ex: “I would make a great intern for you because I have a zest for physics and I believe that every student is capable of learning the material and having fun at the same time. I think physics is fun and I think my energy for it will be contagious for the students.”

3. Sum up your persona in one sentence. Ex: “I love stepping out of my comfort zone if it means making a difference.”

That's it! So make it short, sweet, and make it your own.

# Cover Letters being professional

## What is a cover letter?

A cover letter is answers the “why should I hire you” question for the employer. It should be about three paragraphs: intro, body, and conclusion.

As was mentioned on page 5, you should include a cover letter whether you are submitting your resume electronically or on paper for maximum professionalism. Some things you should include in your cover letter:

### INTRO:

This should be just a few sentences about why you are writing and submitting your resume.

### BODY:

The body of your cover letter shouldn't be very long, but just enough for you to identify your qualifications and some examples of why you are good for this job (without directly quoting your resume).

### CONCLUSION:

In your conclusion you should refer to the enclosed resume, offer your request of an interview, and thank them for the opportunity.

If you are unsure about the formal format for writing the cover letter, look online or contact your Career Services Center on campus.



## thank you letters

Everyone likes to be thanked, especially employers after an interview! Sending a thank you letter within 24 hours after having an interview shows that you appreciate their time and effort to give you an interview. It doesn't matter if it is typed or handwritten as long as it looks professional. Send the thank you letter the same way you sent your resume.

traditional

vs.

informational interviews

Informational interviews are not the same as traditional interviews. As you search for a job, its important

traditional

format

In a traditional interview, the employer asks you a series of questions about your skills, experience, and what you have to offer for the job. The employer is in control in this situation.

what you should remember

You should dress formally in business attire for a traditional interview. Be prepared to answer questions about experiences in previous jobs and in school.

informational

format

Informational interviews are a no pressure, casual q&a where you ask your someone in a position you are interested in about the job. You may ask about the hours, how much they like it, etc.

what you should remember

This is a casual occasion and its important that you don't treat it as if you are trying to get a job out of them. It would make a good impression to take them out for coffee or lunch(on your tab), just remember that this is for networking, not necessarily getting a job.

## ASRC Shareholders!

ASRC and its subsidiaries encourage you to apply for one of the many open positions available. The open positions are posted on:

**jobs.asrc.com**

If you have further questions feel free to call Shareholder & Community Program at: 852.8633



ASRC Construction Holding Company  
THE ACRC FAMILY OF COMPANIES

**PETRO STAR INC.**



ALASKA GROWTH CAPITAL  
An ASRC Company



**ASRC Energy Services**  
a subsidiary of Arctic Slope Regional Corporation

## Tip #5

### Email & Voice Mail

If you send an email or leave a voice mail for your employer, keep it professional. If it is an email, be sure to use a professional email address, not "[party1mal4444@mail.com](mailto:party1mal4444@mail.com)"

For voice mails, make sure your voice is heard clear and your roommate isn't blaring their favorite song in the background. Keep it professional!



## For more information

For more information on writing your resume, there are hundreds of great resources online and even in your public library.

For more information on resume writing and other resources contact:

Ethel Akpik 852.9441  
Frieda Kaleak 852.0516  
Mariska Sanchez 852.9446





# ASRC IRecruitment

## Job Application - How To

### New Profile

1. Go to website jobs.asrc.com
2. Search for the position you want to apply for either by keyword or location
3. Click on the "IRC number" to view the complete job description and requirements
4. Click on "Apply Now"
5. Click on "Register" to create a profile
6. Type in your email address, family name, first name, and password
7. Click "Submit"
8. If you have a resume
  - a. click "Browse" and locate your resume
  - b. double click on your resume
9. If you do not have a resume click No, I do not have a resume
10. Click "continue"
11. Enter your complete information
  - a. Make sure your contact information is current
  - b. To add skills click on "Add Another Skill" -
    - i. Click on skill type
    - ii. Click on search
    - iii. click on all skills you have
    - iv. click on ok
    - v. select the level you believe your skills are at
  - c. To add education click "Add Another Establishment" - if not there, no resume
    - i. Be sure to enter High School you Graduated from and/or "College or University", "Location", "Degree", "Major Subject", and "Date Received"
  - d. To add qualifications click "Add Another Qualification"
    - i. Click on pull down menu for "Category"
    - ii. Click on pull down menu for "Qualification type"
    - iii. Type in "Qualification"
    - iv. Click on pull down menu for "Date received"
  - e. To add additional certificates, etc click "Add Another Document"
    - i. Click on pull down menu for "File Type"
    - ii. Click on "Browse"
    - iii. Click on "Upload"
12. Click "Next" in the upper right corner

## **Existing Profile**

1. Jobs.asrc.com
2. Search for the position you wish to apply for either by keyword or location
3. Click on the "IRC number" to view the job description and requirements
4. Click "Apply Now"
5. Type in your "Email address" and "Password"
6. Click "Log in"
7. Click on the pull down menu for "Candidate Type"
8. Enter all contact information
9. Update "Documents", "Employment History", "Qualifications", "Skills"
10. Click "Next"
11. Click on pull down menu on "How Did You Hear About Us" and select
12. Equal Employment Opportunity is voluntary you may answer if you wish, if not click on "I do not want to disclose my EEO information"
13. Click "Next"
14. Review all information to make sure it is accurate and complete
15. Click "Finish"
16. You will see "Jobs Applied For" and will say the IRC Number and position you applied for
17. If you wish to apply for more positions click on "Jobs" tab in the upper right corner and search again and repeat

# Training Opportunities

[www.aatca.org](http://www.aatca.org)

AK Apprenticeship Training Coordinators Association

*(Insulators, Boilermakers, Bricklayers, Carpenters, Electrical Workers, Ironworkers, Laborers, Millwrights, Operators, Painters, Piledrivers & Divers, Plasterers/Cement Masons, Plumbers/Fitters, Roofers, Sheetmetal Workers, Teamsters)*

[www.ilisagvik.edu](http://www.ilisagvik.edu)

Ilisagvik College – The Northern most College in the US

*(Ak Native Studies, Anthropology, Art, Biology, Business, Carpentry, Chemistry, College & Career Skills, Communications, Construction Trades, Electrical, Emergency Medical Technology, English, Fire Science, Geoscience, Health, Health Information Management, Heavy Equipment Operation, History, Human Services, Industrial Safety, Information Technology, Inupiaq, Mathematics, Psychology, Public Administration, Social Sciences, Workforce Development)*

[www.uaf.edu](http://www.uaf.edu)

University of Alaska Fairbanks

*(Accounting, Accounting & Information Systems, Airframe & Powerplant, Ak Native Languages, Ak Native Politics, Ak Native Studies, American Sign Language, Anthropology, Applied Art, Applied Business, Applied Photography, Arabic, Arctic Skills, Art, Atmospheric Science, Computer Science, Construction Management, Construction Trades Tech, Counseling, Cross-Cultural Studies, Culinary Arts, Dental Assisting/Hygiene, Developmental English/Mathematics/Studies, Diesel Tech, Mechanical Engineering, Mechanics-Diesel/Heavy Equipment, etc.)*

[www.careeracademy.com](http://www.careeracademy.com)

Career Academy

*(Computer & IT Certification, Cisco Authorized Training, Microsoft Certification, CompTIA Certification, VMware Training, PMI Project Management)*

[www.nitalaska.com](http://www.nitalaska.com)

Northern Industrial Training AK

*(Truck Driving, Heavy Equipment, Passenger Vehicles, Oil & Gas Pipeline, Construction Skills, Safety, Survival & First Aid)*

[www.avtec.alaska.edu](http://www.avtec.alaska.edu)

AK Vocational Technical Center

*(Ak Culinary Academy, Ak Maritime Training Center, Allied Health, Applied Technologies, Career & Tech Education, Connected Education,, Information Technology, Building Trades Tech)*

[www.abcalaska.org](http://www.abcalaska.org)

Associated Builders & Contractors Trades Program

*Online Safety Training, Safety Programs & Development, Classroom & Onsite Training Resources, Online Resources, Occupational Health & Safety Services*

[www.alaskaaca.org](http://www.alaskaaca.org)

Alaska Construction Academies

[www.akwp.org](http://www.akwp.org)

Alaska Construction Unions & Jointly Administered Apprenticeship Programs [Boilermaker](#), [Bricklayer](#), [Building/Maintenance/Repairer \(BMR\)](#), [Carpenter](#), [Cement Mason/Plasterer](#), [Electrician](#), [Heat and Frost Insulator](#), [Iron Worker](#), [Laborer](#), [Operating Engineer](#), [Painter/Glazier/Floorcoverer](#), [Piledriver and Commercial Diver](#), [Plumber and Pipe Fitter](#), [Roofer](#), [Sheet Metal Worker](#), [Teamster Surveyor](#), [Teamster Construction Driver](#)

[www.vtrc.org](http://www.vtrc.org)

The Professional Truck Driver Institute

With an intensive one-on-one approach, this six-week (148 hours) training course is designed for inexperienced drivers interested in learning how to drive a tractor trailer, obtain an IC Instruction Permit, and to maximize the successful attainment of a *Class A Commercial Driver's License*.

The topics covered in this five-week distance delivery course will set you on a path for career success by adding to your employability skills and/ or improving workplace skills, plus there's the added bonus of earning real credentials.

**Workplace Skills:** Reading for Information, Applied Mathematics , Locating Information Business Writing , Listening for Understanding , Teamwork , Writing , Workplace Observation , Applied Technology (optional) , Career Skills Successful Work Habits, Business Etiquette, Workplace Effectiveness, Communication Skills

[www.aoeett.org](http://www.aoeett.org)

#### AK Operating Engineers

*(CPR/First Aid, Certified Erosion & Sediment Control Lead, 8 hour Hazmat Refresher, 40 hour Hazmat Training, MSHA Part 48B New Miner Combo Training/Refresher, NSTC, OSHA 10 with Forklift Certification, Operator Qualification, Crane Operator Level I, II, III, Dozer Level I-II, Excavator/TLB Level I-II, Grade Checking Level I-II-III, Wheel Loader Level I-II, Motor Grader Level I-II, Paving Level I, AC Electrical Level I-II, DC Electrical/Mobile Computers, Power Generation/Shift Transmission, Welding Level I-II, MIG Welding, TIG Welding, Crane Pipeline Training, Ditch Class, Drill Helper, Pipeline Mechanic, Rolligon Mechanic, Rolligon Operator, Sideboom, Sideboom Refresher)*

[www.cee-ak.com](http://www.cee-ak.com)

#### Center for Employment Education

*(Commercial Truck Driving-Basic Driving CDL A, Fast Track CDL A, 5-5-20 hr CDL A or B, 4 hour Passenger Bus CDL B, 3 hour CDL A/B Refresher, Long Commercial Vehicle, Hazardous Material – Transportation Awareness, First Responder, Transport Specialist, General Site Worker, General Site Worker Refresher, Defensive Driving – DDC Professional Truck Driver, Personal Driver, Health Courses – First Aid/CPR, Alcohol & Drug Awareness)*

[www.apicc.org](http://www.apicc.org)

#### Alaska Process Industry Careers Consortium

The Mission of APICCC is very simply to work to ensure the availability of highly trained Alaskans, sufficient to staff the process industry competitively in the years to come through partnerships, leadership, awareness and advocacy, and alignment with education institutions and workforce development priorities and initiatives. The activities of APICCC, our yearly strategic plans and initiatives, the collaborative work of member companies and organizations, the work of APICCC staff, and the work of the APICCC Board of Directors and APICCC Committees (Needs Assessment, Career Readiness, and Education and Training Committees) are all aligned to this mission.



Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Residency**

Barrow                      Atqasuk                      Anaktuvuk Pass                      Kaktovik                      Nuiqsut  
Point Hope   Point Lay                      Wainwright   Fairbanks                      Anchorage

### **Looking for jobs in:**

Prudhoe Bay   Barrow    Anchorage   Fairbanks                      Village Only

### **Type of work you are interested in:**

Office                      Accounting                      Welding                      Maintenance                      Food Service  
Information Services    Expeditor    Oil Spill Response                      Construction  
Electrical                      Pipefitting                      Heavy Equipment                      Housekeeping

### **Education:**

High School Class of:    2014    2015    2016

Alternative School Kiita Class of: 2014    2015    2016

College Credit:

### **Training Opportunities:**

Arctic Education Foundation (Scholarships, Short Term Training)  
Ilisagvik College (CDL Training, Safety Courses)  
Northern Industrial Training (CDL Training & Safety Courses)  
Center of Employment Education (CDL Courses, Safety Courses)  
Environmental Management Incorporated (Safety Industrial Courses)

**Licenses and Certificates:** Do you have a passport?    YES    NO

ADL /

NSTC /                      40 hour Hazwoper /                      8 hour Refresher Date: \_\_\_\_\_

CPR/First Aid/ NCCER

Additional comments/suggestions: \_\_\_\_\_

Do you have an iRecruitment Profile?    Yes    /    No

Do you need help building a Resume?    Yes    /    No