2. RESUME & REFERENCES assignment

You will produce a **Resume & References** for the Co-op position you will apply to and hope to earn. Use the tools found in **'myBlueprint'** to produce your resume & references page.

1. Go to http://bci.wrdsb.ca > MyWay > myBlueprint > then login through your school account
2. Once in myBlueprint, > Work > Resumes > then select '+ Add Resume'. Notice the helpful 'Guides' and 'Need Help?' features that you can explore as well.
3. We will walk through the myBlueprint resume features as a class. Once completed, you have the option to 'Export' it or 'Add to (your) Portfolio'. When submitted to your peer evaluator & teacher, please submit a **paper copy**

There are also 'Amy Bluevale' templates found in the 'Pre-Placement' Resources' section of our website that can be used as resources as well. **The 'Amy Bluevale template 1' is a little easier to produce, whereas the 'Amy Bluevale template 2' is a little more challenging.**

> Studies have shown that supervisors may look at a resume for as few as **7 seconds.**
> **Give them a reason to look longer** ☺

Use the 'BCI Co-op Resume Marking Scheme' (found in the 'Pre-Placement Resources' section of your manual when you a) complete your peer evaluation, and b) submit your final good copy to your teacher.

> *Your resume should be a* **Living Document** *that you are constantly tweaking, adapting and modifying.*
> *Using myBlueprint makes this VERY easy for you.*

Although myBlueprint takes much of the guesswork out of resume preparation, carefully read these tips to ensure you produce the best, most effective resume & reference sheet possible…

Use of Job Postings…

➢ Take advantage of a job posting if one is available to you (available for any 'EDBK' or 'Centralized' positions)
➢ Do you have 50% or more of the qualities the employer is looking for? Yes? Then apply!
➢ Is the job a good 'fit' for you?
➢ Identify the **key words** found in the posting that you can and should use in your (cover letter and) resume (ie. If that's the quality or skill they want, then show them that's what you have)

Cover Letter (required ONLY IF your potential employer requests one)…

➢ Format it as a formal letter
➢ Date it for the day you are applying
➢ Be sure to personally address the letter to the person who'll be reading it
➢ Paragraph one states the position you are applying for and how you learned about the job
➢ Your middle paragraphs highlight your major accomplishments and skills and connect them to the job you're applying for
➢ Your concluding paragraph thanks the reader for their valuable time and confidently indicates that you'd like to speak with them further about the position (ie. You want an interview ☺)

Resume (not all features are possible to include using myBlueprint)…

➢ HEADER: your name is in a large, clear font; any phone numbers used have a professional sounding answering machine message on them; your email looks respectable; customize the URL for your LinkedIn profile with your name (if using LinkedIn)
➢ OBJECTIVE: state the position and company that you are applying to, **OR** BRANDING STATEMENT: follow the equation…2-3 adjectives + Job Title + What you offer an employer
➢ SKILLS & QUALIFICATIONS: identify the 4 -6 most important things you want the employer to know about you and ensure they are relevant to the position you're applying to; these can include job-specific technical skills as well as transferable skills as well as qualifications you've earned (ex. Service Excellence, First Aid, etc.)
➢ EMPLOYMENT / VOLUNTEER HISTORY: list them starting with the most recent and then moving to the next previous experience; include dates, job title, company name, and city/province; below, list 3 – 6 bullet points (for professional employment) or 1 – 2 bullet points (for volunteer work) that state your achievements during your time in that position (ensure that each of these bullet points identifies the 'so what' factor – how your achievement benefited the company)
➢ EDUCATION: list your schools starting with the most recent and then moving to the next previous school (no need to list Senior Public Schools, however); include your current grade, any specific programs or focus you have (ex. SHSM), and when you plan to earn your Ontario Secondary School Diploma
➢ INTERESTS & HOBBIES: include at least 4 that – ideally - demonstrate a well-rounded you; where possible, include interests and hobbies that are also relevant to the position

References…

➢ The header of your reference page should look identical to your resume's header
➢ Connect with each of your references to receive their permission and to alert them to what job you're applying to; contact them again after they've been contacted to thank them
➢ Include three references (suggested: one employer, one education-related, and one character reference)
➢ List your most recent supervisor first

<<< SOME GENERAL TIPS & GUIDELINES >>>

COVER LETTER, RESUME & REFERENCES: General tips and guidelines…

➢ You may want to include a **Branding Statement** (see 'Amy Bluevale' template 2 instead of an Objective…
  ○ Ask those who know you professionally to describe you; this will help give you some key words to use
  ○ Should follow the equation: **words that describe me + the job title that broadly identifies the career opportunity you're looking for + what you can offer an employer.** Branding Statements can be tricky to create at first; you're encouraged to research examples of Branding Statements to further get a feel for how to construct your own

➢ Construct your resume in past tense (ex. use 'organized' instead of 'organize') unless you are currently working in the role

➢ Keep everything organized and easy to read (Are there bolded headings? Are your bullets aligned? Are things like dates and cities located in consistent places on the page? This step is taken care of by myBlueprint! **Notice that myBlueprint allows you the option to change designs and the order of your different sections.**

➢ Use a consistent style of font on all documents (cover letter, resume, references)

➢ Continually ask yourself if what you're including is relevant to the job you're applying to, incorporates 'action verbs', and can be proven (ex. If you say you possess leadership skills, could you provide an example of a time you demonstrated your leadership?)

➢ Print your (cover letter), resume & references on good quality, white paper. If emailing it to an employer, save it as a PDF and assign it a logical name.

➢ Use a folder to transport paper copies to the interview

➢ Double and triple check your spelling and grammar and then have someone / several people proofread it (Don't rely only on myBlueprint or SpellCheck)

➢ **Remember: you need to fit the employer's needs; not the other way around**

➢ Finally, employers are commonly and easily using Social Media to research their potential employees so remember…

"a reputation is being built for you whether you like it or not, so take control of it"