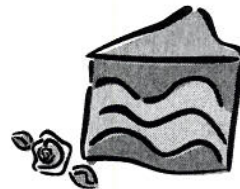


Sequence of this Presentation

- Background Information
- Your three target audiences
 - Software
 - Personnel Staffing Specialist
 - Hiring and Selecting Official (or team)
- The E-Interview (Vacancy Announcement)

• **Your three-layer cake with frosting**



History: employment, volunteering, education, training, awards

Answering the interview questions from the announcement

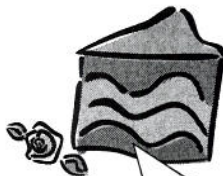
What else you have beyond the announcement

Attitude and Reasons to Select YOU

- Frequently Asked Questions (FAQs)

RESUMIX Layer Cake

"make it sweet for them!"



1st Layer:

Lay the foundation – dates, titles, employers, basic accomplishments, education, awards (your history)

Build your resume

Enter your resume information in each block. Use the worksheet provided preferred format. If you do not use the worksheet provided for the Work minimum provide the from and to dates for each work experience week. If you use the worksheet, data will be added to the top of the block and can be edited/formatted at any time. The display seen here will be as it appears online help for sample resumes of various positions.

Added to the top = Type in Chronological Order *

All blocks require an entry. If not applicable, please type "none". Do Not Enter Classified Information

Worksheet



>> Work Experience

[Click here for worksheet](#)

* Make a mistake or "out of sequence" entry:
Can "cut and paste" in the block to move

Character Count: 0
Maximum: 12,000 characters

Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result. New data will automatically be entered at the top of the text box in the Builder.

Worksheet:
Experience

** When creating a new resume, enter the oldest experience first and work forward chronologically.

Organization Company Name

Position Title

City

State Country

Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY) If "Present" leave blank

Supervisor's Name May we Contact your Supervisor? Yes No

Supervisor's Telephone We will contact you first if you answer "No" and we need to contact your current supervisor.

For current or former federal civilian employees only

Pay Plan Series Grade

Salary (enter in USD and cents) per Hours Worked Per Week

Description of Duties



Work Experience

[Click here for worksheet](#)

Army Community Service (12/01/1995 - Present) - Employment and Financial Readiness Manager
 Rock Island Arsenal, Illinois United States
 Supervisor: Penny Dixon - (309) 782-0828; Contact:Yes
 Salary: \$720.00 per year
 Duties: Over the past 9+ years I have provided excellent customer service in employment and personal financial services. Passed the DA ACS Accreditation in 02/2002. Recognized as an expert source in career development and personal finances.

Character Count: 461
Maximum: 12,000 characters



Your Career Ladder



Most recent experience at the top

Work your way down your career - ladder

Education Worksheet



Education

[Click here for worksheet](#)

Character Count: 0
Maximum: 2000 characters

Education Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

**Worksheet:
Education**

****Enter all periods of education that support your employment interests.**

Type of School	<input type="text"/>	
School Name	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	Country <input type="text"/>
Degree Acheived	<input type="text"/>	
Major	<input type="text"/>	Minor <input type="text"/>
GPA	<input type="text"/>	
Semester Hours Earned	<input type="text"/>	Quarter Hours Earned <input type="text"/>
Attended From:	<input type="text"/> (MM/DD/YYYY)	Completed <input type="text"/> (MM/DD/YYYY)
		<input type="checkbox"/> Still Attending
Description	<input type="text"/>	

Character Count: 0



Education

[Click here for worksheet](#)

College/University Webster University (01/15/1982 - 09/01/1983) St. Louis, Missouri United States Degree: Masters - Major: Management GPA: 4.0 Description: Completed my Masters of Management with a focus on Training Management and Program Management.
--

Character Count: 258
Maxiumum: 2000 characters

Add'l Info Worksheet

 **Additional Information**
(training, licenses, certifications, awards, etc.)

[Click here for worksheet](#)

Character Count: 0
Maximum: 6000 characters

[Preview My Resume](#)

Additional Information Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

** When creating a new resume, enter the oldest experience first and work forward chronologically.

Type

Title / Course

Date

Hours

Description

Character Count: 0

[Insert into Resume](#)

[Cancel](#)

Army Résumé Builder Additional Information

Additional Information
(training, licenses, certifications, awards, etc.)

[Click here for worksheet](#)

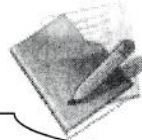
Certification - Accredited Financial Counselor (AFC) (09/01/1996)
Accredited Financial Counselor (AFC) from the Association for Financial Counseling and Planning Education (AFCPE, see www.afcpe.org). This certification is for Wealth Accumulation, Debt Reduction, Risk Management and Insurances, Tax Planning, Retirement and Estate Planning, plus Consumer Affairs.

- Training
- Licenses
- Certifications
- Awards

- Continuations from Experience
- Continuations from Education
- References
- Quotes from awards and performance reviews
- Skills you enjoy doing
- Reasons to hire you



Create / Edit Resume



Create / Edit Supplemental Data



RESUME

Submit Resume & Supplemental Data