

## Building a Resume as Self Concept Confirmation

Understanding self concept is important to effective interpersonal communication. This module, revolving around self concept and its connection with one's professional resume, is part of identifying and elaborating your strengths and goals. In addition, this module is part of a larger assignment that teaches interviewing skills and teamwork through an in-class simulation.

First, take out a separate sheet of paper. Make a list of strengths/weaknesses, likes /dislikes, and accomplishments/failures. Think introspectively about these personal characteristics and experiences. Do not be concerned if the list of weaknesses or failures is longer than strengths or accomplishments; all are valuable learning experiences and perhaps learning that you tend to be critical of your self and your efforts is, too, a revelation.

Second, on that same sheet of paper, write out your goals: long-term and short-term, career and personal. Then, **PRIORITIZE** the goals. Which are most important? Which need to be accomplished first? Determine if the goals are **REALISTIC**. Can the goals be accomplished with the identified strengths and abilities? Plan any future education or training that might be needed to accomplish the goals.

Third, start incorporating what you've learned from steps one and two into a resume. The resume should demonstrate your strengths that are required in your career fields. The first place this is shown is in your career objectives, that should incorporate two or three relevant strengths. For example, "OBJECTIVE: A customer service position using my administrative, sales, and interpersonal relations skills."

Strengths should also be demonstrated when explaining previous and present job duties and responsibilities. Rather than simply listing job duties, action verbs should be used to describe the level of involvement and skills learned by performing the activities. For example, instead of just writing "customer service," you use a phrase such as "successfully researched and resolved customer questions and complaints." Jobs, including non-paying ones, that may seem insignificant to you can be described in ways that show transferable job skills.

By emphasizing the importance of recognizing and demonstrating your strengths, you see that you have positive qualities that are of value to others. The resume and interview assignment ask that you focus on and talk about the positive aspects of your self image. Attached are three kinds of resumes: (1) skills based (for those who may have had gaps in employment or who have not held many jobs); (2) chronological (a fairly standard format); (3) curriculum vitae (used in academia—note that, unlike the one- or two-page restriction for most resumes, academic resumes require you to list each accomplishment).

Type up the list of strengths/weaknesses, likes/dislikes, accomplishments/failures; list of goals; the beginnings of your resume. Turn this in to the Lab Instructor and discuss what you have discovered. After this module, it would be beneficial for you to speak with friends or family members to request feedback on your self-analysis (strengths/weaknesses in particular).

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#### **EMPLOYMENT OBJECTIVE**

I am seeking a management position in the construction industry where I can bring a high degree of skill, initiative, and enthusiasm. I am looking for a job where I can grow and advance. I am quick to learn, unafraid of a challenge, and prepared to study to obtain extra qualifications if necessary.

#### **CAREER OVERVIEW AND CURRENT POSITION**

Upon graduating high school, I qualified as a vehicle mechanic. I entered technical school, qualifying three years later as a welder. I then took these skills into the army where I trained young soldiers and taught them to drive. After leaving the army, I worked very successfully as a driving instructor for seven years, obtaining an average 80% pass rate with my students. After a short time as a manager in the licensed trade, I took an opportunity to train and advance in the construction industry. I am studying to obtain a Higher National Certificate in Construction Management.

#### **SKILLS**

##### **General Attributes**

Computer literate: Microsoft Office Suite  
Fluency in English, German, Spanish, Dutch

##### **Administration and Finance**

Able to prioritize efficiently and effectively.  
Stock accounting  
Daily cash accounting

##### **Construction Skills**

Construction Management skills  
General site skills  
Digger and Dump Truck Operator  
Stores Compound Management

#### **EDUCATION**

2000 – present  
Kapiolani Community College

ScotVec National Certificate in Building (Highly Commended)  
Higher National Certificate in Construction Management

##### **Other Qualifications**

CITB Digger and Dump Truck Operator

Hilti Cartridge Gun Operator

Driving Instructor

Diving Certificate

There are two more resumes, chronological and academic, in this packet in the Lab.