



### **Branding Statement** *(Activity 1)*

- Write 5-10 of YOUR STRONGEST qualities that are relevant to jobs that you are applying to.
  - Circle the ones that are unique and that would stand out to employers.
  - See the internet links page for links to more information. (page 2)
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### **Brainstorming Activity - Accomplishments / Achievements** *(Activity 2)*

Don't consider if they are good examples or not, and don't worry about wording, just write!

Think of....

- Recognitions, awards, Promotions
  - problems identified/solved
  - what we are known for (areas of expertise, personality traits, innovation)
  - ways we saved the company money, or made the company money
  - committees served on, projects selected for
  - How did we make the company better?
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### **Create an outline of your résumé – Use the list of resume sections** *(Activity 3)*

- Select which sections you plan to use on your résumé.
  - Place them in the order that best present your skills, accomplishments, experience and credentials/expertise.
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### **Find the keywords in the Job Posting** *(Activity 4)*

- Look at the job ad on page 3.
  - Circle the keywords.
  - The answer key is on page 4.
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For Use with Activity 3

## RÉSUMÉ SECTIONS

Contact Information

Branding Statement ~ Summary

Qualifications ~ Areas of Expertise ~ Highlights ~ Key Skills ~  
Technical Skills

Certifications ~ Credentials ~ Licenses

Achievements ~ Select Projects ~ Accomplishments ~ Awards  
& Recognition

Education ~ Professional Development ~ Training

Volunteer ~ Community Involvement ~ Professional  
Affiliations ~ Memberships

Employment History ~ Professional Experience ~ Relevant  
Employment ~ Additional Experience ~ Work History

Military Experience ~ Military Background

## Find the Keywords - Activity 4

**Circle or highlight the keywords/phrases in this job ad.**

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as a Secretary or Executive administrative assistant and familiarity within our industry, we'd like to meet you.

### **Responsibilities**

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Prepare regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Act as the point of contact for internal and external clients

### **Skills**

- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills

## Find the Keywords - Activity 4

### Answer Key

We are looking for a responsible **Administrative Assistant** to perform a variety of **administrative** and **clerical** tasks. Duties of the Administrative Assistant include **providing support** to our managers and employees, **assisting in daily office needs** and **managing** our company's general **administrative activities**. Administrative Assistant responsibilities include **making travel and meeting arrangements**, **preparing reports** and **maintaining** appropriate **filing systems**. The ideal candidate should have excellent **oral and written communication** skills and be able to **organize** their work using tools, like **MS Excel** and **office equipment**. If you have previous experience as a **Secretary** or **Executive administrative assistant** and familiarity within our industry, we'd like to meet you.

#### Responsibilities

- **Answer** and **direct phone calls**
- **Organize** and **schedule appointments**
- **Plan meetings** and take **detailed minutes**
- **Write** and **distribute email**, **correspondence memos**, **letters**, **faxes** and **forms**
- **Prepare** regularly **scheduled reports**
- **Develop** and **maintain** a **filing system**
- **Update** and **maintain** **office policies and procedures**
- **Order** **office supplies** and **research new deals and suppliers**
- **Maintain contact lists**
- **Submit** and **reconcile expense reports**
- Act as the **point of contact** for internal and external clients

#### Skills

- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- Excellent **time management** skills and the ability to **prioritize** work
- **Attention to detail** and **problem solving** skills