

WORKNET: MONTHLY NETWORKING FORUM

In partnership with employment professionals on the Southern Oregon Coast.

LIVE RESUME!

Once every month, job seekers have the opportunity to speak to WorkNet, a business group whose members are *looking* for workers. A live resume is a short speech summarizing your job goal, skills and experience. Live resumes take about a minute and a half and are done by memory or with cue cards.

What can I get out of it?

↪ A job! Because we only allow five live resumes each month, you have a strong chance of getting a response. Plus, you will be speaking to people who realize how much courage it takes to speak before a group!

How do I qualify?

- ↪ You must be looking for work. Also, we require that you:
- Come with a staff person from a participating business or organization (you are their guest).
 - Dress professionally, as you would for a job interview.
 - Be prepared to give your live resume following a specific format (see attached).
 - Bring several copies of your current resume to hand to interested employers.

Space is limited! To participate, you must have a member from a participating business or organization sponsor you by signing you up. If you have questions or need information, email worknet@scbec.org or call 541-269-2013 or 1-800-585-5777 and speak to a WorkNet representative.



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HOW TO CREATE YOUR LIVE RESUME

A live resume is a summary of your experience, skills and accomplishments. Here is the format which you will be using:

"Good morning, my name is Jane Smith and I am seeking a clerical position."

(Identify yourself and state your employment objective).

"I have over four years of experience, including three years working at a medical center as an Administrative Assistant. I type 45 words per minute and have recently updated my computer skills in Microsoft Word and Excel. I am also skilled using Microsoft Publisher and PowerPoint. I can operate a ten-key adding machine and computerized cash register by touch."

(Outline specific skills, education and experience relevant to your objective).

"While employed at the medical center, I was recognized twice as Employee of the Month."

(Highlight your successes).

"You will find me to be an honest, dependable worker with excellent communication skills."

(Describe your personal abilities or qualities that make you outstanding).

"Once again, my name is Jane Smith. Thank you very much for your attention. I look forward to talking with you after this meeting."

(Restate your name. Thank the audience for their time).

LIVE RESUME WORKSHEET



Key points:

- Keep it short - ninety seconds or less.
- Keep it snappy - you want to grab employers' attention and spark their interest in learning more.
- Practice! You want to sound confident, friendly and energetic.

Name

Employment goal (s)

Relevant education & training:

Relevant experience:

Skills specific to the job:

Accomplishments:

Personal qualities (dependable, on time, team player):

Wrap up (restate name, thank you):
