

WEDNESDAY OCTOBER 20 JOB SEEKING SKILLS

DO NOW: LOG ONTO AES
IBT 1

Students will demonstrate employability skills required by business and industry

ESSENTIAL QUESTION: Am I able to demonstrate and explain the importance of a resume when applying for a job?

MINI LESSON: APPLICATIONS AND RESUMES POWERPOINT

IF YOU DID NOT COMPLETE MODULE ON APPLICATIONS AND RESUME DO THIS FIRST. TAKE THE QUIZ AT THE END OF THIS LESSON-MOST OF YOU DID NOT REVIEW INFORMATION ON THE LINK ATTACHED-GO THROUGH THE GALLERY OF SAMPLE RESUMES READ THROUGH THIS INFO <http://www.gcflearnfree.org/resumewriting> COMPLETE THE ATTACHED RESUME AND SUBMIT TO EDMODO-BE CREATIVE-DRAW UPON YOUR PAST EXPERIENCES

Click to open

[bcjobseeking1_applications_and_resumes \(4\).pptx](#)

[bcjobseeking1_lesson_4 - resume \(4\).docx](#)

Ja'Mia I. Lisbon

4841 Brumby Street | Columbus, GA 31907 | (706) 505-5518 | lolenalibon@gmail.com

OBJECTIVE

To be selected as the Brigade Command Sergeant Major for the Muscogee County School District JROTC; attend four year University for Nursing and Commission as a Second Lieutenant

EDUCATION

Hardaway High School, Columbus, GA. ✓

- GPA: 3.1 on a 4.0 scale
- Courses included: Business and Marketing, Art, JROTC, Financial Literacy, Family and Consumer Science, IB Spanish (Level 1-3), IB Biology (Higher Level), IB Math (Higher Level)
- SAT score: 1250; ACT score: 20
- Currently applying to Georgia State University, Georgia Southern University, Valdosta State University, Albany State University, Clayton State University, and Columbus State University

EXPERIENCE

2014-2015 **LET I Class Leader**

- Examined class before Uniform Inspection
- Kept class of 30 students productive and orderly at all times
- On time for class and all formations
- Hand selected to attend JCLC; served as Company Executive Officer

2015-2016 **Battalion Command Sergeant Major**

- Coached, mentored, and led Color Guard at the first two Varsity Football games
- Assisted Class Company Commander and 1st Sergeant with Company Drill and Ceremonies
- Performed Special Projects around the JROTC Armory: Cleaned Supply Room

SKILLS

- Multi-Tasking - Vague
- Microsoft Office - Be Specific
- People-Oriented
- Versatile
- Persevering
- Decision Making
- Problem Solving
- Verbal Communication
- Quick Learning

Go Back
Module
Use Action
Lead phrases

ACTIVITIES/SERVICE

- JROTC Saber Team
- JROTC Academics Team (JLAB): Went to Regionals
- JROTC Raiders Team: Led Alpha Female team as Co-Captain
- JROTC Drill Team: Assisted Drill Instructors with teaching newcomers
- Multiple Community Service Events: Multiple Sclerosis Fundraiser (Community Walks and Carwashes) and School Supply Giveaway
- Varsity Soccer Team

J. Lisbon print screen of resume module quiz

Most Recent Attempt

Points Earned: 7 [Edit Grade](#)
 Points Possible: 8
 Quiz Grade: 87.5% [Reset Quiz](#)

History of Attempts

Date Taken	Score	Percent	Date Reset
10/20/2015 08:54AM	7/8	87.5%	

Details for the most recent quiz attempt

Question	Expected Answer	Student Answer	Possible	Earned
Which of the following documents highlights an applicant's qualifications for employment?	Resume	Resume	1	1
What should you do if you do not have the experience required for the job you want?	Work in a related, but lower-level, job	Work in a related, but lower-level, job	1	1
For what reason may an employer legally NOT hire an applicant?	The applicant is not able to do the job or meet the hours required by the job.	The applicant is not able to do the job or meet the hours required by the job.	1	1
Which of the following is true of applications for employment?	The form will ask if an applicant can legally work in the United States.	The form will ask if an applicant can legally work in the United States.	1	1
What type of resume is suitable for people who are just entering the workforce?	Entry-level	Entry-level	1	1
Which of the following is a form on which an applicant provides information about his or her experience and education?	An application	A cover letter	1	0

[Mark Correct](#)

COBB

[Redacted] Macon Rd. Columbus, GA 31906 | [Redacted]@hotmail.com | [Redacted]

OBJECTIVE | Obtain a paralegal position specializing in residential real estate.

SKILLS & ABILITIES | COMPUTER SKILLS

- LEXIS-NEXIS, Westlaw
- Windows, Mac OS
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Competent Internet and Web 2.0 abilities
- Type 70 words per minute

Spacing Issues

SS

Alignment

EXPERIENCE | Executive Assistant/Office Manager ROWE REALTY
2006-PRESENT

- Update multiple listing service for agents on a daily basis.
- Prepare accurate and detailed buyer/agent agreements.
 - Provide full administrative support to president, including preparing correspondences, memos, spreadsheets, calendars and travel arrangements
 - Collaborate with president to create monthly multimedia PowerPoint presentations for staff meetings. Maintain all meeting documentation.
 - Develop, write and distribute quarterly newsletter on Publisher.
 - Track and order all office supplies using an inventory system.
 - Practice positive client service when routing referrals and walk-in inquiries.
 - Three-time Rowe Realty Outstanding Employee Award recipient

Receptionist COLUMBUS REGIONAL
2003-2006

- Promoted to Executive Assistant after one year.
- Successfully operated and transferred up to 40 calls per hour using a busy multi-line phone system.
 - Greeted and assisted visitors, routed walk-in inquiries.
 - Efficiently handled general administrative duties such as filing, faxing, copying, and mailing.

EDUCATION | Columbus Technical College, COLUMBUS,GA
ASSOCIATE IN APPLIED SCIENCE DEGREE, PARALEGAL TECHNOLOGY AUGUST 2009

- American Bar Association approved Paralegal Certification
- Coursework included real property law which encompassed concurrent estates, condos and coops, easements, covenants, title issues, real estate contracts, deeds, real estate finance, title exams and insurance. G.P.A. 3.75

*Need to Resize so that
References upon Request fits on 1 Pgr*

Cobb Applications and Resumes Quiz

[Return](#)

Most Recent Attempt

Points Earned: 7 [Edit Grade](#)
 Points Possible: 8
 Quiz Grade: 87.5% [Reset Quiz](#)

History of Attempts

Date Taken	Score	Percent	Date Reset
10/21/2015 10:12AM	7/8	87.5%	

Details for the most recent quiz attempt

Question	Expected Answer	Student Answer	Possible	Earned
For what reason may an employer legally NOT hire an applicant?	The applicant is not able to do the job or meet the hours required by the job.	The applicant is not able to do the job or meet the hours required by the job.	1	1
Which of the following is a form on which an applicant provides information about his or her experience and education?	An application	An application	1	1
Which of the following is a person who can speak positively about an applicant?	A reference	A reference	1	1
Which of the following documents highlights an applicant's qualifications for employment?	Resume	Resume	1	1
Which of the following is true of resumes?	A personal cover letter should be included with a resume.	A personal cover letter should be included with a resume.	1	1
Which of the following is true of applications for employment?	The form will ask if an applicant can legally work in the United States.	The form will ask if an applicant can legally work in the United States.	1	1
What type of resume is suitable for people who are just entering the workforce?	Entry-level	Entry-level	1	1
What should you do if you do not have the experience required for the job you want?	Work in a related, but lower-level, job.	Explain why you would do a good job, despite your lack of experience.	1	0

[Mark Correct](#)