



CREATING THE PERFECT RESUME

And Getting the Perfect Job!

Las Vegas-Clark County

LIBRARY
DISTRICT

LVCLD.org

Resume Tips and Tricks

- -Have a professional e-mail for your resume
~i.e. hellokitty83829@yahoo.com does NOT look professional!
- Cater your resume to the job you're applying for!
- Look for KEY WORDS in the job description and use them to describe you!
- TRY to keep the resume to one page.
- Include important and relevant points first (Cashier: handling money, customer service, etc)
- Don't lie, but list your big achievements or experience!
- Constantly update it!





Walgreens Pharmacy Cashier

- Job Description:

- Models and delivers a **distinctive** and **delightful** customer experience.
- Registers sales on assigned cash register and provides customers with **courteous, fair, friendly, and efficient** checkout service.

-

- Customer Experience

- **Engages** customers and patients by greeting them and offering assistance with products and services. **Resolves customer issues** and answers questions to ensure a **positive customer experience**.
- Models and shares customer service best practices with all team members to deliver a **distinctive and delightful customer experience**, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., **offering help proactively, identifying needs, servicing until satisfied**, etc.).
- Develops strong relationships with most valuable customers.

Nevada CareerExplorer: Resume Builder

The screenshot shows the Las Vegas Clark County Library District website. At the top right, there are links for "Hours & Locations", "Help", and "Log In / My LVCCLD". The main navigation bar includes "Browse", "eResources", "Using the Library", "Events", "About Us", "Support Us", and "Español". A search bar is located in the top right, with a yellow arrow pointing to the "Business & Careers" link in the "BY SUBJECT" list under the "eResources" section. Below the navigation, there is a banner for the "EAST LAS VEGAS LIBRARY" at "2851 E. Bonanza Rd." scheduled to open in Spring 2019. To the right of the banner is a "District Foundation Book Sale" event at Centennial Hills Library on Feb 2 at 10:00AM. At the bottom, there are links for "New for Adults", "New for Teens", "New for Kids", "New eBooks", and "New Movies & Music", followed by a row of book covers including "Afternoon Tea", "Houseplants", "John Sandford", "Clive Cussler", "Notes on a Nervous Planet", "The Killer Collective", "Harlan Coben", and "Greggles".



Job Se

WEBSITE

Nevada CareerExplorer Is Here! »

Are you ready for a new job? Nevada CareerExplorer is a place to find not just a job, but a career you'll love!

ONLINE RESOURCE

Gale Courses: Explore a Career »

A little bit of self-reflection and career exploration can help you focus and gain the confidence you need to move forward and land a job.

ONLINE RESOURCE

Master Professional Soft Skills »

What does every hiring manager look for in an employee? Set your self apart from the pack by getting the essential soft-skills.

WEBSITE

EmployNV »

Accessible all Nevadans, this resource has a wealth of resume writing assistance, job readiness activities, and job search capabilities.

30 May 2018

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Use Nevada CareerExplorer to Find Your Dream Job!

by [LVCCCLD_Camille](#) May 30, 2018



Are you ready for a new job? Want to find out how the skills you have match up with in-demand jobs, or, what skills and certifications you need to start your dream career?

Introducing the Nevada CareerExplorer powered by Headed2! Nevada CareerExplorer is free to use for all LVCCCLD card holders, made possible by the Nevada State Library, Archives and Public Records, and the Institute of Museum and Library Services (IMLS).

Nevada CareerExplorer is not just a job, but a career you'll love! Explore over 900 careers, countless educational and certification opportunities, or learn more about yourself and the careers made for you by taking a self-assessment. Visit nv.headed2.com today and register for an account. All you need is your LVCCCLD library card!

Nevada Career Explorer is made possible by the Nevada State Library, Archives and Public Records and the Institute of Museum and Library Services (IMLS).



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Record your progress each time you visit the site and review your previous work

Personal Reports

- Portfolio Summary Report
- Exploration by Cluster Report

Documentation

- Journal
- Bookmarks and Ratings
- My Goals
- Planning
- My Files

Job Application Tools

- Resume Builder
- Letter Builder
- Reference List Builder

Budget

- Budget Your Life

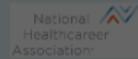
Discover Possibilities

Explore Pathways

Your Career Hub

Local Opportunities

[VIEW ALL](#)



Certified Medical

CompTIA Cloud+

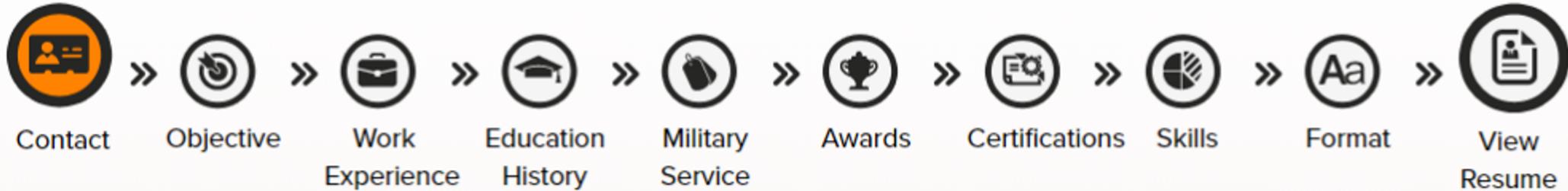
Certified Welder

Javascript 1.5 Fundamentals

ResCare (Laughlin,

FIT- Re-Entry Initiative Post

Nevada CareerExplorer: Resume Steps





Application Tips!

Top 10 tips for filling out an application:

1. Take your time filling out your application! Don't rush
2. Neatness counts
3. Show the employer that you can follow directions.
4. Check your application for spelling and grammar mistakes
5. Make sure you emphasize the job responsibilities of your past jobs which are most relevant.
6. Employers of teens value reliability, especially in terms of attendance and punctuality
7. No work experience yet? Include volunteer work, honors, or awards.
8. Get a list of references
9. Be prepared to furnish names, job titles, and contact information for your references.
10. Check your phone for messages or follow ups.



What Managers Are Looking For

Aailability

Can you work the schedule they need? Managers want to know if you have enough time to work what they need at their locations

Professionalism

Are you a reliable and have good work ethic? Show this with a nice resume, courteous cover letter, and a clean and appropriately dressed appearance.

Positive Attitude

Employers want people who want to be there. Smile and be friendly. Don't speak negatively about previous employers or jobs. Focus on the positive. You don't have to kiss butt to show you're enthusiastic about the opportunity. Be friendly and interested. That's enough.

How Do We Find It

Resume

Your resume should be well organized, clear, and concise. A well-organized resume communicates your experience to the employer, indicating a level of professionalism.

Cover Letter

You've seen this phrase before, but why do it? This letter is the document that introduces you. What the application and resume cannot say (like "why you'd like to work there" and "why are you changing professions" may be communicated in a well written cover letter.)

Interview

Be on time! Dress appropriately! (Attend Dress and Impress next week) Remember to speak clearly, make eye contact (not the creepy kind), and smile throughout. This is your chance to put the face to the name on paper.

A word from a Manager...

