



#### Agenda for today

| 9:00 – 9:10   | Welcome Back                         |
|---------------|--------------------------------------|
| 9:10 - 10:30  | Field Manager Panel and Speed Dating |
| 10:30 - 12:30 | Resume Workshop                      |
| 12:30 - 1:30  | Lunch and Exit Interviews, Part I    |
| 1:30 – 2:00   | Debrief and Program Closing          |
| 2:10 – 2:30   | Exit Interviews, Part II             |



Ashley Pinedo, OFA National Training Director

David Rossini, Director of Impact, Director of Training at The Public Interest Network

Jennifer Warner, OFA Grassroots Organizing Director

Justin Wilkins, former OFA Tennessee State Coordinator

# **Resume Workshop**



## **RESUME BEST PRACTICES**

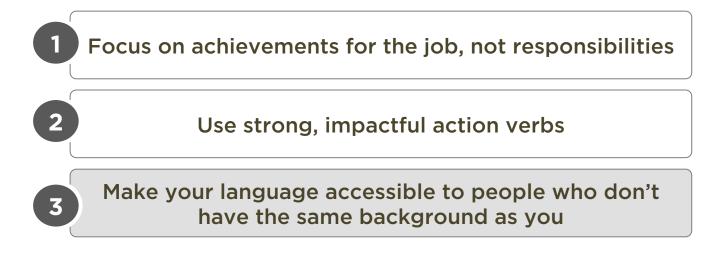
#### Focus on achievements for the job, not responsibilities

## **RESUME BEST PRACTICES**

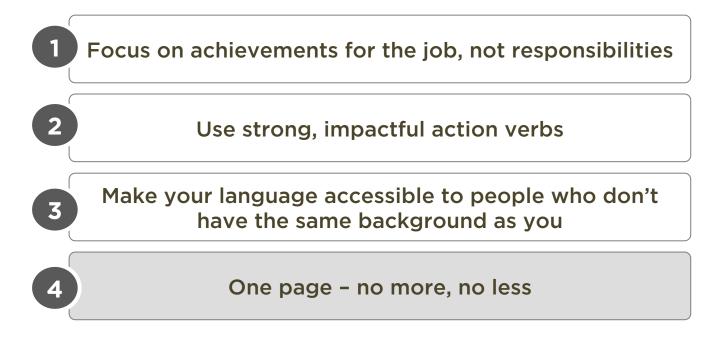
2

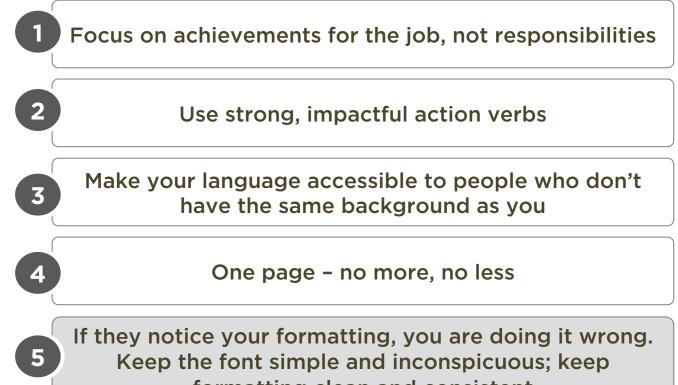


Use strong, impactful action verbs









formatting clean and consistent

## **RESUME WORKSHOP STRUCTURE**



WRITE/EDIT One hour



PEER-REVIEW 20 minutes



SUBMIT 10 minutes



## PEER REVIEW ASSIGNMENTS

| Partner 1    | Partner 2   | Partner 1    | Partner 2 | Partner 1   | Partner 2  |
|--------------|-------------|--------------|-----------|-------------|------------|
| Adrian S.    | Shivanna H. | Andrew G.    | Ryan A.   | Benjamin G. | Renee H.   |
| Beverly S.   | Reggie M.   | Caryn C.     | Mary D.   | Curtis O.   | Matthew B. |
| Elizabeth H. | MaryAnn P.  | Francesca A. | Lexie W.  | Howard C.   | Marika B.  |
| Jeremy T.    | Marielle A. | Jim B.       | Justin W. | Jimmy L.    | Kevin P.   |
| Jomar F.     | Jose D.     |              |           |             |            |

## **RESUME WORKSHOP STRUCTURE**



WRITE/EDIT One hour



PEER-REVIEW 20 minutes



SUBMIT 10 minutes



| 12:30 - 1:30 | Lunch                   |
|--------------|-------------------------|
| 12:40 - 1:30 | Exit Interviews, Part I |
| 1:30 – 2:00  | Closing                 |
| 2:00 – 2:30  | Exit Interviews, Part 2 |
|              |                         |



|       | Ashley    | Chelsey   | Jennifer | Justin |
|-------|-----------|-----------|----------|--------|
| 12:40 | Andrew    | Benjamin  | Beverly  | Curtis |
| 12:50 | Elizabeth | Francesca | Jeremy   | Jimmy  |
| 1:00  | Jomar     | Jose      | Kevin    | Lexie  |
| 1:10  | Marielle  | MaryAnn   | Matthew  | Reggie |
| 1:20  | Shivanna  | Ryan      |          |        |



#### HOW DID IT GO?

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### What was your biggest takeaway today?



### What was your biggest takeaway today?

### What is still challenging?

### What was your biggest takeaway today?

### What is still challenging?

How do you see yourself applying what you learned today?





## **EXIT INTERVIEW SCHEDULE & ASSIGNMENTS, PART II**

|      | Ashley | Chelsey | Jennifer | Justin |
|------|--------|---------|----------|--------|
| 2:10 | Adrian | Caryn   | Howard   | Jim    |
| 2:20 | Jordan | Marika  | Mary     | Renee  |