

# Workplace Employability Skills for AzHOSA Competitive Events

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Revised January 2012

## **Overview**

Starting in 2012, all Career and Technical Education Students participating in any Career & Technical Student Organization (CTSO) State Competition will be required to submit a **RESUME ONLY**.

This packet will serve as a guide as to what each AzHOSA Advisor will be responsible to submit to AzHOSA State Staff for every participating AzHOSA State Conference student attendee and substitutes. The 2012 SLC will only require students to submit a resume. This resume will be judged and scored as a Pass/Fail. The resume will count for 5% of the competitor's event total score.

## **Submission Process & Dates:**

Resume – **Due March 2, 2012**

- You may submit your competitors resume by:
  - Scan and email to [jane.shovlin@azed.gov](mailto:jane.shovlin@azed.gov)
  - In person drop off to 2005 N. Central Ave. Phoenix, AZ 85007
  - By mail to 1535 W. Jefferson St. Phoenix, AZ 85007 (must be post-marked by dates listed above)
- **NO FAXES WILL BE ACCEPTED**

## **Frequently Asked Questions:**

**Question:** Do all students that attend the AzHOSA Spring Conference have to complete these requirements.

**Answer:** YES! All 2012 AzHOSA Competitors AND Substitutes

**Question:** Is this only for AzHOSA?

**Answer:** No. All 7 CTSO's in Arizona are participating in this program.

**Question:** How will the resume be graded?

**Answer:** Each resume will be graded by a panel of judges and will receive a PASS/FAIL grade. This will count for 5% of total score for the competitor's event. This is for 2012.

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## SAMPLE RESUME WITH NO WORK EXPERIENCE

Mary C. Miller  
55 West Miller Lane  
Miller, AZ 55555  
928-555-5555  
mcmiller@gmail.com

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**OBJECTIVE:** To work as a dietary aide as a first step toward a career as a registered Dietitian.

**EDUCATION:** **Miller High School**, Miller, AZ

- AP Courses in Anatomy & Physiology, Biology, Chemistry
- Certified Nursing Assistant Course
- Expected Date of Graduation – May 2012

**SKILLS:**

- Proficient in Microsoft Office Suite, Publisher, PowerPoint and Internet networking
- Team player
- Ability to prioritize assignments and goals

**CERTIFICATIONS:**

- CPR/1<sup>st</sup> Aid - American Heart Association 2011
- Peer Tutoring – Miller High School 2010-present

**AWARDS:**

- Career & Technical Student of the Year – Miller HS, 2011
- National Technical Honor Society: 2010, 2011
- Academic Honor Roll: 2009 – 2011
- 1<sup>st</sup> Place - Nutrition Competition at AzHOSA Spring Conference – 2011

## INTERESTS/ACTIVITIES

- Vice President - Health Occupations Student of America Miller High School – 2011
- Member, Miller High School, Health Occupations Student of America 2009-present
- Member - Girl Scout of America 2006-present
- Piano

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## SAMPLE RESUME WITH WORK EXPERIENCE

### Mary R. Smith

6 Miller Road, Miller, AZ 55555

555.555.5555

[msmith@gmail.com](mailto:msmith@gmail.com)

**OBJECTIVE:** To gain a position as a certified nurse assistant

## EDUCATION

### Miller High School, Miller, Arizona 2008 – present

- Honors English, Math and Chemistry
- GPA – 4.0
- Graduation - May, 2012

### Miller Community College, Miller, Arizona

- Certified Nursing Assisting Program - Career and Technical Education
- Certified Nursing Certification – expected date of completion - May 2012

## COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Publisher and Outlook.

## AWARDS/CERTIFICATIONS

- National Technical Honor Society: 2010, 2011
- Academic Honor Roll: 2009 – 2011
- 1<sup>st</sup> Place - Job Interview Competition at HOSA Spring Conference – 2011
- CPR/1<sup>st</sup> Aid Certification - American Heart Association 2011

## EXPERIENCE

### Pet Sitter 2010 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

### Child Care 2009 - Present

- Provide child care for several families after school, weekends and during school vacations.

## VOLUNTEER EXPERIENCE

- JDRF Walk – coordinated fundraiser for Miller, AZ 2011
- Miller Literacy Program 2010-2011
- Peer Tutoring – Miller High School 2011

## INTERESTS/ACTIVITIES

- Vice President - Health Occupations Student of America Miller High School – 2011
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