



SEATTLE CITY LIGHT

APPRENTICESHIP PROGRAM

RESUME WRITING GUIDE

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Introduction

Thank you for your interest in City Light's Apprenticeship Program! Although the apprenticeship programs are considered "entry" level training positions at City Light, there are relevant education standards one must have to be qualified to perform the job. Read the job description thoroughly and make sure you understand what the apprenticeship program involves and what the minimum qualifications are.

Your resume, along with the job application, is a great way to highlight relevant skills and experiences. It is important to tailor your resume to the apprenticeship program you are applying for. Taking the time to customize your resume can really help you stand out in these competitive processes.

You want to present yourself in the best light, but it is important to remain honest and be yourself. Dishonesty in any part of the hiring process will prevent you from moving forward.

Please contact SCL Human Resources if you need clarification on job descriptions and position requirements. Good luck in the process!



Application

When the apprenticeship program opens, applications will be made available on the City Light apprenticeship website and at various City Light locations. The application is a paper application and cannot be filled out online. Along with your application you will need to submit a copy of your Complete 5-year Drivers Abstract*. There will be instructions on how to obtain a copy from the Department of Licensing in the application materials.

Applications may be dropped off or mailed to our downtown location. City Light Human Resources staff will review your application for completeness and determine whether applicants meet the minimum qualifications for the position. Please contact Human Resources if you are unsure if you qualify or have questions about the job requirements.

Contact Information

It is very important that your contact information is correct and legible. Remember to include apartment or unit numbers, and full street addresses. Please contact Human Resources right away if you ever need to update your contact information.

Qualifications

The following job requirements are true for all apprenticeship positions:

- ✓ Candidates must be at least 18 years of age at the time they apply. There is no age limit for applying to an apprenticeship program.
- ✓ Candidates must either be a U.S. citizen or have legal permission to be employed in the United States.
- ✓ Candidates must be a High School graduate or have a G.E.D.
- ✓ Candidates must have a valid Washington State Drivers License (WSDL), or have the ability to obtain a WSDL by the time of hire.
- ✓ Candidates are required to submit a copy of their 5-year Complete Drivers Abstract with their application materials. Human Resources will review the driving records and will consider all citations within the last five years.

Note: The above information will be verified in the contingent job offer stage. Any misrepresentation of information can be grounds for rescinding job offers.

Education Experience

There is space on the application to list additional education, such as trade schools, college, training programs, etc. If you did not graduate from these programs, please indicate that you *attended* but did not graduate. All information you include on the application is verified in the job offer stage and any dishonesty regarding your experience and background will not be tolerated.

* The Department of Licensing will charge a fee of \$10 for your Driver's Abstract. Seattle City Light does **not** reimburse applicants for this fee.



Resume Style, Length and Format

Did you know...

Most resume reviewers usually only spend 60 – 90 seconds per resume?

It is important that your resume accurately reflects your skills and abilities while presenting your experiences in the best possible light.

- Your resume should speak specifically to the job you are applying for and make a case as to why YOU are the best candidate for the job.
- Your resume should begin with a Summary Statement – that is a brief headline listing your most marketable skills and qualifications that are specific to the job you are applying for. A Summary Statement is used to capture the reader's attention and make them want to learn more about you.
- The content of your resume should be detailed, easy to read, and list all your work experience in reverse chronological order. Use a standard font and simple formatting techniques such as bolding and underlining to visually separate sections.
- Try using a simple premade resume template from Microsoft Word if you are not comfortable formatting the resume yourself.
- Make your resume as long as it needs to be to list all of your skills. Most job titles do not accurately describe the work the employee actually does, so be sure to list all the skills required to do your job.

Always tell the truth! The most important thing you can do is to accurately reflect your training and experiences. You will be held accountable for the information you list on your resume and application.

It is a good idea to get into the habit of updating your resume every time your job responsibilities change. This will prove helpful for internal City Light promotions as well.

Tips and Hints

- ★ Include a section listing all your volunteer experience and community involvement.
- ★ Avoid irrelevant personal information such as marital status, religious affiliation, or political views.
- ★ If you've had temporary or part-time jobs, indicate "Temporary Position" or "Part-Time Position" next to the job title.
- ★ Use plain white paper and staple additional pages together. Fancy resume paper or folders are optional, but not necessary for this type of position.



Summary Statements

Start your resume with a Summary Statement that describes your experience, accomplishments and skills in bulleted list or paragraph form. The Summary Statement takes the place of an Objective Statement, and is a much more effective way to showcase your skills.

Your Summary Statement is a headline. This is where you can grab the reader's attention and give them a brief snapshot of your experience and how it relates to the job you are applying for.

- The Summary Statement will be the first thing an employer sees, so make sure to list your most marketable skills. Use the apprenticeship job description to hone in on what specific skills to focus on.
- You can title your Summary Statement whatever you like: *“Professional Attributes”* or *“Summary of Skills”* or *“Areas of Experience.”*
- Be prepared to back up the skills you list with real experiences and examples.

Below are some examples you can use to begin writing your Summary Statement.

EXAMPLE 1

Summary of Qualifications

- Completed two 10-week college-level courses in electrical theory
- Familiar with basic shop theory, gears and metals related to the machining trade
- Completed one year college-level algebra courses
- Experience performing physically demanding work in all weather conditions
- Proven ability to follow safety guidelines and procedures
- Successful at meeting project deadlines

EXAMPLE 2

Areas of Experience and Expertise

- Experience maintaining and repairing equipment and machinery
- Completed City Light BEAM class in June 2008
- Aptitude for performing very detailed work on large and small machine parts
- Experience using hand, electric, and power tools for construction projects
- Fully trained in all aspects of electrical safety rules
- Recognized for leadership potential and problem solving skills in working with crews
- Class A CDL endorsement



Describing Your Skills

Your resume should include Trained Skills, Transferable Skills, Strengths and Traits. Think about what qualities a successful apprentice should have, and how your experiences show that you have those skills.

Trained Skills – Skills learned in life, on the job, or in school.

Examples: experience with electrical equipment, pole climbing, using power tools, etc.

Transferable Skills – Skills you use at work, at home, in the community; skills that show your ability to contribute to the organization.

Examples: leadership skills, communication skills, writing skills, safety conscious.

Strengths and Special Talents – These include qualities that describe your work style.

Examples: Detail oriented, well organized, problem solver, high stress tolerance.

Traits – These are words that describe your personality, also called “soft skills.”

Examples: Friendly, dependable, team player, enthusiastic.

Writing Your Resume

The following page consists of an example resume that you can use as a guide to begin structuring your resume. Only include the sections that apply to your specific experience.

It is a good idea to always save a copy of the official job description for positions you've held throughout your career, as they can be a great tool for updating your resume. Use these past job descriptions if you need help remembering specific job duties and responsibilities.

Make sure your resume is clear and organized in reverse chronological order. A resume reviewer or interview panel member should not have to search for your experience or significant information.

Tips and Hints

- ★ If you need to use an acronym, spell out the name or title first and then put the acronym in parentheses -- *Seattle City Light (SCL)*.
- ★ If you have had long periods between jobs, include a short note addressing the reason (“*Went back to school full-time,*” “*Took time off to relocate out of state,*” etc).
- ★ If you have completed some college coursework but don't yet have a degree, list “*Degree in progress,*” or “*Anticipated graduation 6/09.*”



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Example Resume

List your full name, including middle initial

John C. Light
1234 – 1st Ave North
Seattle, WA 98125
206-123-4567
John.Light@yahoo.com

Include an email address, if you have one and check it regularly

Candidate ID# 98765432

List your candidate ID# near the top of the page

Summary of Qualifications

- Attended Northwest Lineman’s College, graduated June 2006
- Comfortable working with heights and in confined spaces
- Ability to read maps and find specific locations
- Completed 10 hours of vault and confined space safety training
- Experience operating heavy construction equipment
- Class "A" Commercial Driver's License

Professional Experience

Start with your current or most recent employer, and work backwards

Mullson Construction, Renton, WA

Laborer, February 2002 – present (on-call)

*Worked on a wide range of renovation projects; part of a 25 person crew.

*Demonstrated willingness to assume greater responsibilities; promoted from Laborer I to Laborer II in May 2004.

*Can operate forklift and jackhammer, skid steer loader, and scissor lift.

*Knowledgeable in building codes and safety regulations.

Thompson Associates, Inc., Renton, WA

Maintenance Assistant, July 2000 – September 2001

*Completed general maintenance of multi-level office building.

*Changed and maintained lock sets to ensure building security.

*Replaced and installed toilets, bathroom and kitchen fixtures.

*Performed minor electrical maintenance.

Include any relevant volunteer experience after the professional experience section

Volunteer Experience

Cascade Electricity Inc, Seattle, WA

Volunteer Electrical Assistant, September 2001 – April 2002

Education

Northwest Lineman’s College, graduated June 2006

Renton High School, graduated June 2000

Use this section for academic achievements and professional recognition

Awards and Achievements

Employee of the month, Mullson Construction, July 2006



Professional References

Your resume should include at least three (3) professional references. Please list the full name and contact information of the reference, as well as your relationship with that person. You do not need to include actual letters of recommendation.

Please note that:

- Acceptable References include current or past supervisors, customers, clients, teachers, or anyone else who has witnessed your work performance. At least one reference needs to be a current supervisor.
- Unacceptable references would include family members (regardless whether they supervise you), friends, coworkers, or classmates.

Carefully consider whom you will ask to be your reference. If you know one of your references does not have access to a phone, or does not make returning phone calls a priority, you may not want to list them.

Example

Professional References for John C. Light
Candidate ID# 98765432

Diane M. Curry, Foreman (current supervisor)
Mullson Construction
425-999-1234
Diane.Curry@MullsonConstruction.com

Frank T. Johnson, Owner (past supervisor)
Thompson Associates, Inc
425-123-4567
Frank.Johnson@ThompsonAssociates.com

Jean Emerson, Crew Chief (volunteer program supervisor)
Cascade Electricity, Inc
206-987-6543
Jean.Emerson@CascadeElectricity.com



Resume Do's and Don'ts

DO...

- ✓ Keep your resume updated. This should be an on-going activity. You never know when a perfect job opportunity may come along.
- ✓ Be truthful. Your resume should present your skills in the best possible light, but should be an honest reflection of your abilities.
- ✓ Use plain white paper and staple additional pages together. Fancy paper and folders are not necessary.
- ✓ Use a standard font like Times New Roman or Arial, size 12.
- ✓ Use your current home address, email address, and telephone number with a professional outgoing message. Be sure that you can be easily reached; check messages regularly.
- ✓ List volunteer work and other experiences you may have had that relate to the job description.
- ✓ Begin each achievement statement with an active verb; such as "Operated jackhammer" or "Handled all customer correspondence."
- ✓ Ask if you have questions or need help; Human Resources staff is here to assist you.
- ✓ List your experience beginning with your most recent position.
- ✓ Include only awards and interests that exhibit traits and expertise that are relevant to the position.
- ✓ Make your resume easy and organize information in a way that makes sense.

DON'T...

- ✓ Don't forget to bring extra copies of your resume when you're asked to submit them, in case something happens to your original.
- ✓ Don't include information that will not play a role in the hiring decision on the application, such as marital status, religious affiliation, etc.
- ✓ Don't forget to protect your application materials and resume from spills, tears, crumbs, etc. Presentation is important.
- ✓ Don't forget to include 3 professional references.
- ✓ Don't include email addresses or websites that have the potential to reveal controversial or inappropriate personal information: Instead, create a separate email account for professional purposes.
- ✓ Don't limit your resume to one-page. Use as many pages as needed to detail your experiences.
- ✓ Don't get the wrong drivers abstract. Follow the exact instructions provided in the application materials and use the form provided for requesting it.
- ✓ Don't include photos, transcripts and/or additional information unless otherwise asked.
- ✓ Don't inflate your accomplishments, level of responsibility, or skills.
- ✓ Don't go overboard on fonts, colors, borders, and formatting. Keep it simple.
- ✓ Don't forget to proofread your resume for spelling and grammatical errors several times before submission.