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### **Patrons learned how to transfer job skills at the Library**



Tamara Fay of TKFay Consulting stopped by the Bartlett Library on Tuesday, Jan. 23 to teach patrons how to successfully transfer volunteer and work experiences to meet the needs of their next job opportunity.

To kick off the program, Fay had the patrons do a writing exercise to have them better understand their own value. She had them write down three words they would use to describe themselves as a worker; two areas of interest; one accomplishment during the last year and the result of it; and then they wrote down what was the skill they used to reach the result of the accomplishment.

Once everyone finished, Fay clarified that this was the start for writing a well done resume.

“Your resume is your advertisement,” Fay said.

In order to write a resume that will make you stand out in the eyes of an employer, people need to understand what their own strengths are and be proud of them.

The most crucial thing to keep in mind is that the number one question employers want an answer to: What can you do for me?

To answer this question, a resume needs to be formatted in what is called a RESULT based format.

RESULT stands for:

**R**elevant to the employer's needs.

**E**xperiences are best positioned as accomplishments.

**S**pecific examples should be applicable to what you want to do in your next job.

**U**se power words to describe what you did.

**L**ook for spelling, grammar, and consistency.

**T**op one-third of the resume is the most important.

An example of a successful resume using the RESULT format was passed out, which patrons were able to take home with them to mirror their own to be in the same format.

If you missed this program, an upcoming adult program at the Bartlett Library is "Images of Lincoln" on Thursday, Feb. 8 at 7 p.m. This slide lecture examines a variety of depictions of our 16th President. Images of Lincoln changed during the course of his political career. He continued to be a popular source for artwork and material culture after his assassination. This program examines paintings, photographs, sculptures and material culture relating to Lincoln and their historical context. Presented by Jeff Mishur of Art Excursions, Inc.

For more information and a complete listing of scheduled programs, call 630.837.2855 or visit [www.bartlettlibrary.org](http://www.bartlettlibrary.org).

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*The Bartlett Public Library District, located at 800 S. Bartlett Rd., provides programs and services to meet the needs of the community. For more information and a complete listing of scheduled programs, call 630.837.2855 or visit [www.bartlettlibrary.org](http://www.bartlettlibrary.org).*