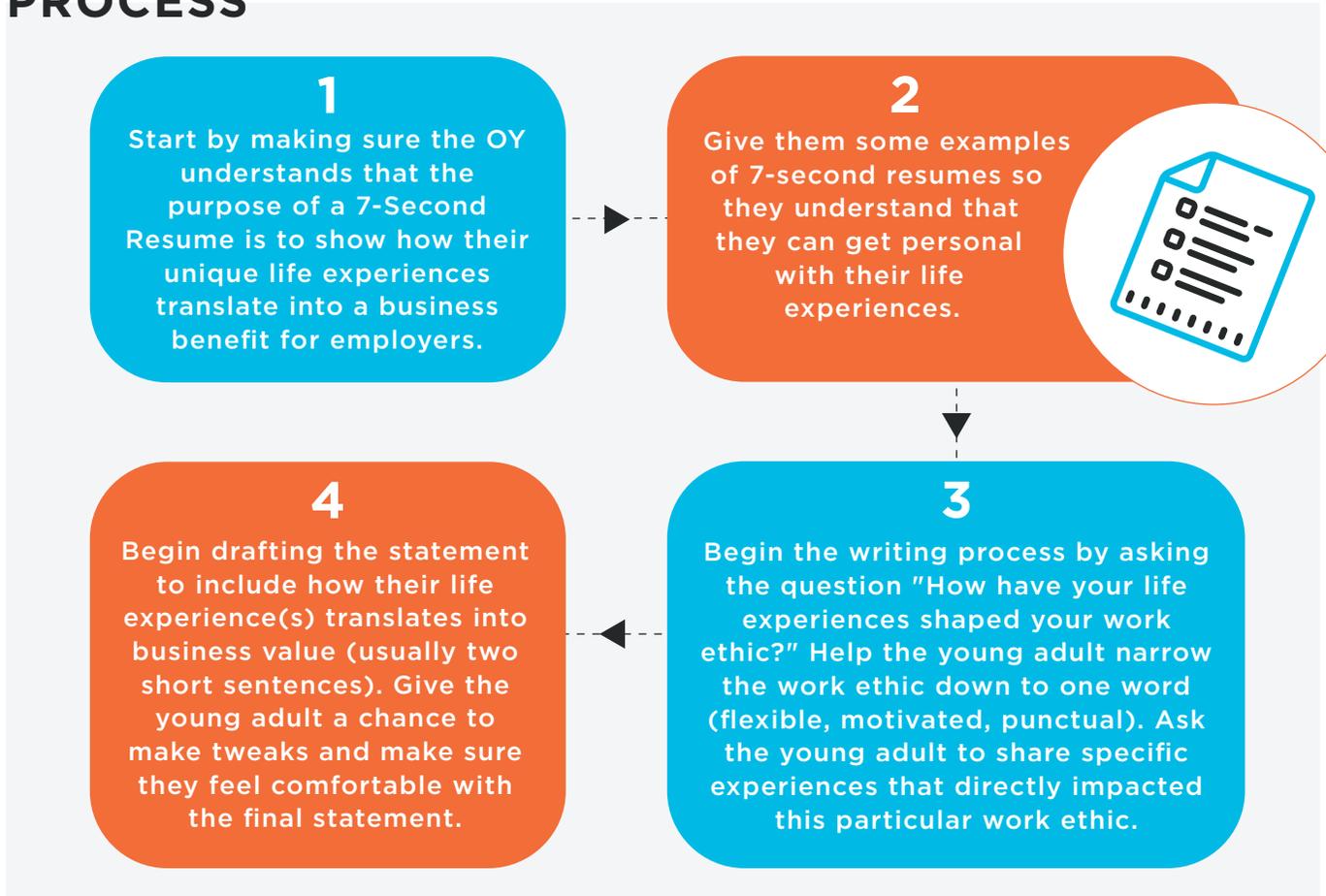


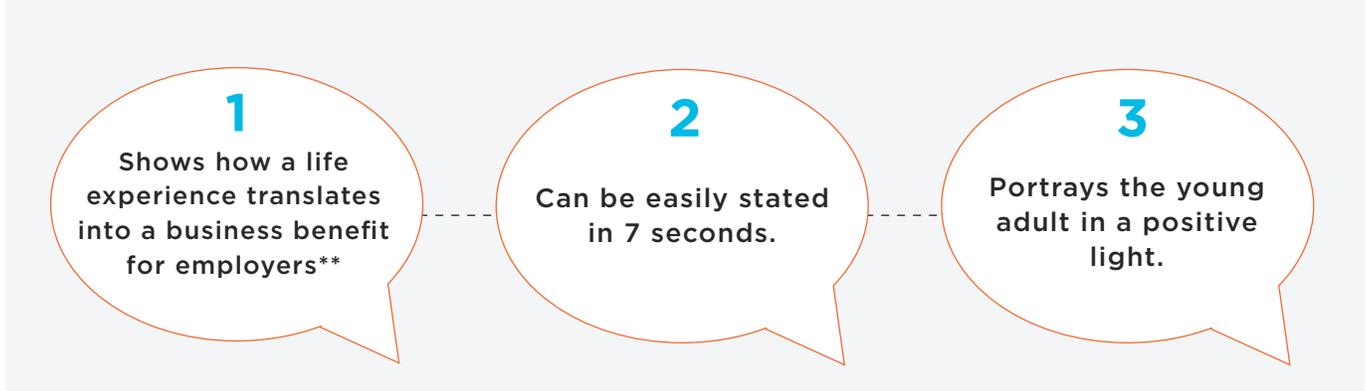
7-SECOND RESUME

COACHING GUIDELINES

PROCESS



GUIDELINES FOR THE 7-SECOND RESUME QUOTE



**"How have your life experiences shaped your work ethic?"

7-SECOND RESUME

INTERVIEW QUESTIONS

The goal of each 7-Second Resume is to convey a personal story that shows potential employers what Opportunity Youth can bring to the workplace.

The below questions are designed so that the young adult quickly shares their personal story, and how their life experiences translate into benefits for potential employers. From their answers, the coach will help the young adult craft quotes that capture how their life experiences have contributed to making them strong job candidates.



POTENTIAL QUESTIONS



- In 10 words or less how would you describe yourself?
- How has your personal life shaped the person you are today?
- What is your primary goal in life?
- What personally motivates you to strive for success?
- How have your life experiences shaped your work ethic?
- What characteristic sets you apart from the average employee?
- Why is getting a great job important to you?
- What type of company would you like to work for?
- How does your whole life experience up to this point qualify you for a position at that company?
- You have 20 seconds to present your story to a hiring manager. What would you say?
- Distill that some more...
Now you have 10 seconds to tell your story?

7-SECOND RESUME

OPPORTUNITY YOUTH SOFT SKILLS

Organized

Flexible

Resourceful

Proactive

Innovative

Reliable

Personable

Motivated

Responsible

Efficient

Leadership

Communication

Collaboration

Time-Management

Adaptability

Punctual

Strategic

Proficient

Driven

Persistent

NOTES
