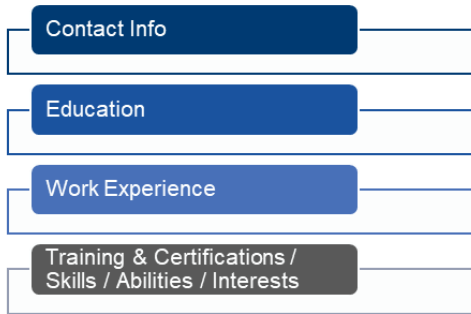


Session 1: Crafting a Great Resume

★ Good for recent Grads

True Chronological (Education then Work)



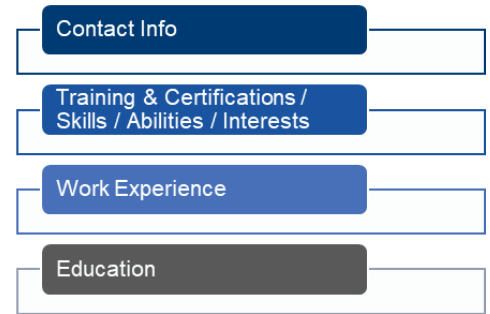
★ Good for Experienced Professionals

Work Experience First

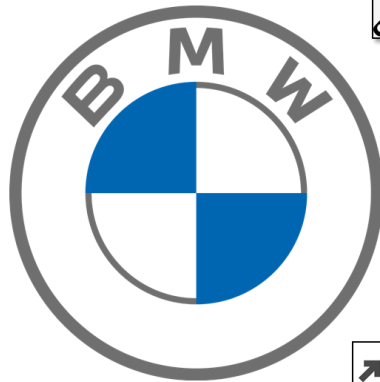


★ Good for Highlighting on job training

Applicable Skills & Abilities First



What do BMW Hiring Managers like to see included in a Resume?



Automotive Industry Training Certifications or Awards



Work Experience (OEM dealership, IRF, franchise tire/lube?)



of RO's per pay period?
of Customer Car Interactions?
Hours per pay period?



Worked as a flat-rate Technician? Be sure to mention this.



Career Advancement? Leadership Responsibilities in any previous job



Education Specifics (Automotive courses completed, grades, attendance)

MORE RESUME TIPS

1. **Analyze** the job posting for what is needed.
2. **Assess** your experience, education, skills.
3. **Address** the requirements and responsibilities (truthfully) by highlighting your applicable experience, education and skills where appropriate in your resume structure.



Highlight your strengths in the order you want them to be seen, as based on the Job Description.

For additional questions on crafting a great resume, email us:

Email: rtr-program@rpc-partners.com

Check out our website for more news and information:

www.rpc-rtrprogram.com

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