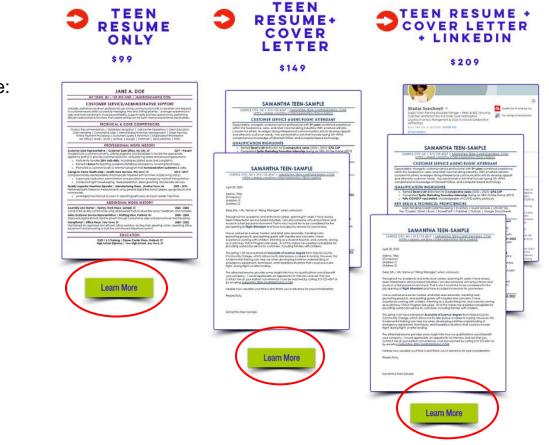


Now that you have decided to take advantage of career writing services from SuperNova Resumes, follow the steps in this guide to Get Started.

Step 1: From <u>www.supernovaresumes.com</u> homepage, check the Teen Services Menu from the Top Menu bar.



Step 2: You will be taken to the Teen & Young Adult Resume Services page: https://www.supernovaresumes.com/teen-young-adult-resume.

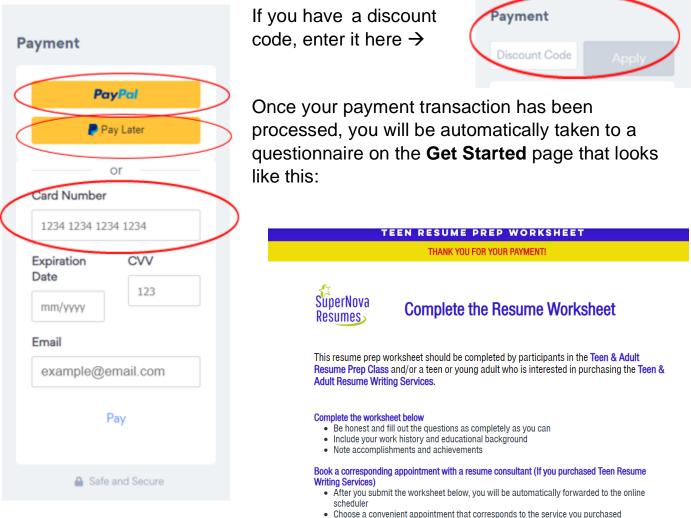


Choose your service:

You will be automatically taken to the service description. Then click on the corresponding link under your choice that looks like this \rightarrow



Step 3: You have the option to Pay Now through a PayPal account or by credit or debit card. (You don't need a PayPal account to pay with a credit or debit card.) Or you can Pay Later by making 4 interest-free payments, starting with a small down payment during this transaction. (You do need a PayPal account to Pay Later.)



- Have either a telephone or Zoom online appointment with your resume writing expert

Step 4: Indicate your service and complete the worksheet in full. You will have the opportunity to **upload a previous resume** if you have one.

Teen & Young Adults Resume Prep Worksheet
Complete this Worksheet.
If you would like to take advantage of our Teen & Young Adult Resume Writing Services, you will have the option to choose this service, submit payment, and book a consultation appointment.
* Which Teen & Young Adult Resume Services did you purchase?
O Teen Resume Only
O Teen Resume + Cover Letter
O Teen LinkedIn Combo
○ None. I just took the class.
Check out our ATS-friendly Resume Designs - See Below
- *What resume design would you like? -
Next
0%

And choose the **Resume Design Template** from the list below the form:

		SUME DESIGN TEMPLAT		
				_
JANE DOE		John Doe Your Town, WB + 555.123.4567 + <u>schndoethormal.com</u> Electrical Supervisor	NOVA YEOMAN-FORRESTALL 313-086-1439 SUPERHOVARESUMMESIGMAIL.COM WWW.LINKEDIN.COM.NYFORRESTALL	NOVA
CITY, STATE CELL PHONE: 123-456-7890 EMAIL: JANEDDEBSAMPLE.COM UNKEDIN URL		Safety-focused, quality-driven electrical expert combines diagnostic, technological, analytical, and leadership abilities with being highly disciplined in project execution, team training, and cost/time-		Re
		saving efficiencies. Has a strong background in installation, repair, overhaul, and fasting of naval vessel electrical systems that include lighting, power distribution, communication, and navigation.	RESUME WRITER/CONSULTANT	NIM-certified, detail-oriented, thorough
PROFESSIONAL TITLE Bird overview that outlines individual contributions, desired position, qualities and attributes that command a bring executive's attention.		Convert Highlights Convert Highlights Trained a 30-month haim with no electrical experience, adviewing a 6-month OS of 1.34, with no instrum. Instrumed with the IDP Jeward for calable completion of a project 4-months alread of schedule. (2003) Recognizing for many first time accompletion with a completion of a project 4-months alread or schedule. (2003) Recognizing for any first time accompletion with time (2003)	HRM-entitled, detail-entited, thorough researcher and water with 5+ year's experience leveraging deep enaget and comprehensive includity knowledge to deep and create effective, employer-biccured resumes, rover letters, and Linkedts petitie content. A leader in custemer astrolatorie, harmonimg outstanding enable content that is known of the and comprehensive this biot's address of takking scheme. (ASI) were exails:	comprehensive industry knowledge to di Unikedia posifile context. Holda a proven today's applicant tracking systemi (ATS)
An area well as a well as a well as a well as a well.		Areas of Expertise	CAREER HIGHLIGHTS	 Customer satisfaction rating of the
QUALIFICATION HIGHLIGHTS		Project Nanagamert Solide / Poocduras Regulatory Compliance Yeam Bailding & Development OGHA Englightment Operation & Nantraneon Low Volidage Freiding Englishment & Biotrical Calib Installation ACVP AC/DC Power & Control Systems Troublehototing Solit Training Mechanical & Bechtval Festing Canus Schwading Code Nerformace Jakins (201) Engend Value Management Netros Na Laco Controllinis BicVVP	Castomer satisfaction rating of 55%, resulting in other refersativitiam clients for upgraded services. Over 95% success rate for clients being contacted by employees requesting an interview. Cantibulate of essence, source testins, and Linkelink content for Monator rom subcentractor.	Over 90% soucces rate for clients Contributor of resumes, cover le
 Godningilve dchevernen di dccompenimienti 		Professional Experience Electrician Foreman + 2018 - Prosett ARC Bicthical Job	AREAS OF EXPERTISE	Healthcare & Pharmacology Ret
PROFESSIONAL HISTORY Position Dates employed		Executional interesting a constraint of the second seco	Healthcare & Pharmacelogy Retail & Merchandising Manufacturing & Production Business Operations Education Stilled Trades Administrative Customer Sense Somere & Technology Program Project Management Prance & Inscrumo Hospitable & Ford Service 11 Warnhouse & SingeringLogistics	Education Skilled Trades Adm Management Pinsnor & Insuran
Organization	City, State	jobs/work packages after proper inspection confirms the work meets requirements and standards.	PROFESSIONAL EXPERIENCE	and the second se
 Detail work experience that includes above and beyond service and ways that you improved the process and/or excelled. 		 Overhauled a 15-man crew that was overspent by 200+ hours on several projects; within 60 days completed 15 open jobs and vielded 50+ new assignments, meeting or exceeding CPI expectations. 	Resume Writing Specialist & Consultant 2013 - Present	Resume Writing Specialist & Co SuperNovallerumes.cc. > (Icometic In)
 Detail work experience that includes above and beyond service and ways that you improved the process and/or excelled. 		 Manages labor time and costs by utilizing the MyTime and TAS systems for accurately inputting, tracking, reporting, and charging trace-hours associated with actual work performed (ACWP). 	SuperVisiaResumes.com (formerly Ink Resume Writing) Taylor, MI Entrepreneur and freelance writer offering career services to xib seekers by conducting investigative telephone	Entrepreneur and freelance, writer offers
 Defail work experience that includes above and beyond service and ways that you improved the process and/or excelled. 		X31 Electrician Term Make-Ito Supervisor a 2016 - 2018 APC Floring/ July	interviews and in-depth research to comple and disseminate competing content to formulate branding materials that successfully markets an individual's unique assets that match an employer's desired	interviews and in-depth resex. It to com successfully market an indi- dual's units
Position Dates employed		Oversaw the stripping, redesigning, and reinstalling of an entire aircraft carrier compartment; identified and cultivated specific takents of a 5-member beam, emphasizing the importance of safety, scheduling, cost, and quality; finished	qualifications. Undentands the do's and don'ts of proper resume formulting, avoiding common mistakes.	 Understands the do's and don'ts Trained in resume evaluation to
Organization City, State o Detail work experience that includes above and beyond service and ways that you impr		ahead of time and labor estimates by 2 months and 90 hours. • Conducted materials and electrical cable installation management by utilizing the SAP Application.	 Understands the do's and don'ts of proper resume formating, avoiding comment meakes. Trained in resume evaluation to quickly determine areas of improvement and correction strategies. Achieved a diverse porticitio of client resume samples across all 2 career levels. 	 Achieved a diverse portfolio of of Ressume Writer
the process and/or excelled, Detail work experience that includes above and beyond service. 		 Monitored job completion, service requests, staff oredentialing expiry dates, and work package assignments by using COGNOS, Qualitook, and SOR databases. 	Achieved a diverse portoxic or cierri resume samples across al 3 career revels. Rosume Writer 03/2018 - 07/2018	Randstad Sourceright (Monster.com)
the process and/or excelled. • Defail work experience that includes above and beyond service and ways that you improved		X82 Construction Supervisor + 2015 - 2016 ARC Bicetical Adv Ensured trively and productive operation workflows while assessing and mitigating potential employee hazards or	Randistad Sourcenght (Monster com) Alphamitta, GA Recruited for a retail pilot program to produce ATS compatible resumes, cover letters, and Linkedin profiles for	Recruited for a retail pilot program to pro with entry level, mid-level, and executive
Declaration excelled. EDUCATION		threats to production or project integrity by promoting compliance with safety and quality requirements.	clients with entry-level, mid-level, and executive level career experience across a dynamic backdop of industries. Strategically analyzed candidate data and target job description requirements to skelfly and	analyzed candidate data and target job d professional and organizational fit.
		 Submitted and reviewed weld instruction reports; managed multiple databases, and spreadsheets. Calculated Earned Value Management statistics and reported weekly Cost Performance Indices (CPIs). 	magnify qualifications that showcased a professional and organizational fit.	 Adept at oprivid grammar, spalls Highly problem to using Microso
Degree	Date earned	X31 Electrician + 2012 - Present Executes inspection, maintenance, repains, installations, job planning, material ordering and tracking within various	 Adopt at correct grammar, spelling, punctuation, proofreading, and editing Highly proficient in using Microsoft Word to craft attractive, easy-to-read, employer-friendly designs. 	Received positive client feedback
University of Any State	City, State	combat electrical systems for Nuclear Aircraft Carrier Overhaul vessels by utilizing schematics, drawings, wring diacrams, and biuscrints; soviciaties include Arch Flarb, Temporary Power Nechanic, and Test Electrician.	 Received positive client feedback, testimonials, and management kudos for timely quality work. 	E
CREDENTIALS		 Installed the bus bars and framework for the Battery Load of the Virginia Class Nuclear Submarine program. Proceed, installed, and bested writilation system throughout the Island House on aircraft carrier vessels. 	EDUCATION & CREDENTIALS Human Resource Management (HRM) Certification University of Phoenix	Human Resource Management Program coursework included the advan-
Certificate	Date earned	Preped, instance, and tesses versuson system throughout the stand House on aircraft camer verses. Education & Training	Program coursework included the advancement of core competencies related to: Attraction, retaining, and developing takent in support of organizational values, and objectives.	> Attracting, retaining, and develo-
Certifying Body. City. State	10010-001-0475-740	Electrician Apprentice Graduate + 2016 MC Electrical Job. Antoneo. ST	 Attracting, instaining, and devinceing taking in the support of organizationial values, values, and depictives. Reading, evaluating, and witting job descriptions in search of new hires. Understanding new and emerging trends in Scaleress environments and recruitment needs. 	 Reading, evaluating, and writing Understanding new and emerging
TECHNICAL PROFICIENCIES		Associates Degree in Applied Science, Technical Studies/Technological Engineering + 2016 Pretard Community College, My Town, WA	Condentanding new and enteringing tends in converse environments and recrument needs. TECHNICAL PROFICIENCIES	1
Technical Skill Software Program Technical Skill Software Program		Pretand Community College, My Town, WA Technaical Proficiencies	Microsoft: Word Excel PowerPoint Outlook Teams	Mersor
		Microsoft Word Excel PowerPoint + SAP MyTime TAS SOR Databases Qualbook CDGNOS	Adobe PDF Reader Zoom Google Suite	

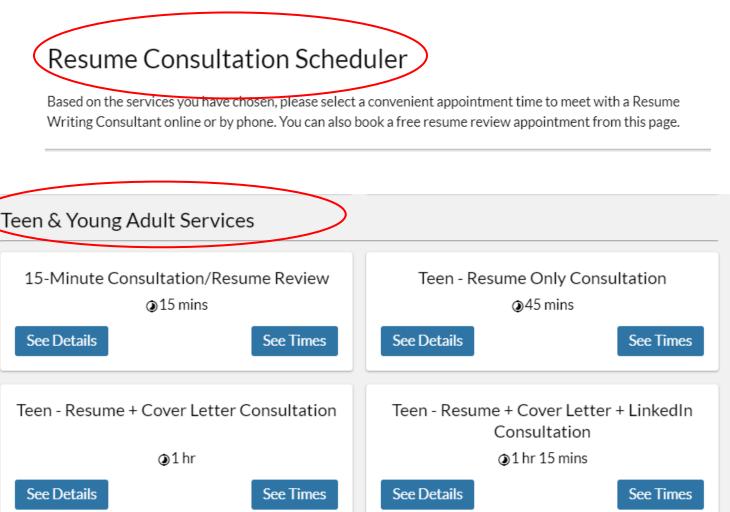
At the end of the process, submit the form.

Yes, I agree to the <u>Terms and Conditions</u>, and I agree to be added to the email list, but I know I can opt-out any time.





Step 5: After you have submitted the resume worksheet, you will be automatically directed to the SuperNova Resumes Online Scheduler to book an appointment for your corresponding consultation, which is included.



This is the **final step** before meeting with your Resume Writing Consultant who will create your career branding document(s).

Any questions, please call 313-986-1439 or email <u>supernovaresumes@gmail.com</u>.

*Prices are subject to change without notice.