

Writing a Resume

#beyondtheapplication

Purpose of a Resume

- ▶ Highlight skills or accomplishments not included in an application
- ▶ Present other experiences that may not fall under “Employment”
- ▶ Show yourself as a more well-rounded individual
- ▶ Sometimes the resume IS the application



Two Types of Resumes

- ▶ **Chronological**
 - ▶ Traditional
 - ▶ Shows your experiences in order – starting with the most recent and moving backwards in time.

- ▶ **Functional**
 - ▶ Nontraditional
 - ▶ Highlights skills and accomplishments
 - ▶ Helpful for those with limited experience



Sections of a Resume

- ▶ **Must Haves**
 - ▶ Contact Information
 - ▶ Education

- ▶ **The Rest of the Menu – Choose what works for you**
 - ▶ Career Objective
 - ▶ Work and Volunteer Experience
 - ▶ Skills
 - ▶ Activities
 - ▶ Hobbies and Interests
 - ▶ Achievements and Awards



Contact Information

- ▶ **Include:**
 - ▶ Legal Name
 - ▶ If you go by a nickname, you can include
 - Jeff "Huff" Emanuel
 - Hubert "Skip" Humphrey
 - ▶ Full Address
 - ▶ Phone Number(s)
 - ▶ Email
 - ▶ Remember what we talked about with professional email addresses



Education

- ▶ Include high school(s) only
- ▶ **Include:**
 - ▶ City and State of school
 - ▶ Expected date of graduation
 - ▶ GPA
 - ▶ Key courses



Career Objectives

- ▶ Statement of what you would like to accomplish professionally – what you are hoping to gain from employment
 - ▶ Reliable, respectful, and mature high school freshman seeking a challenging position as a customer service representative in a local store setting.
 - ▶ Seeing a server position where I can use my exceptional customer service skills to enhance and elevate the customer's dining experience.
 - ▶ High school student seeking cashier position where I can use my exceptional math and customer service skills to best serve customers.



Work and Volunteer Experience

- ▶ Same as filling out work experience in a job application
- ▶ Resumes give you more space to explain your responsibilities and accomplishments
- ▶ Use action words and skills to describe



Skills

- ▶ Use action words and specific terms to describe things you can do.
 - ▶ Evaluate data using Microsoft Excel
 - ▶ Craft effective presentations using Prezi, Canva, and Slidrocket
 - ▶ Weld metal using multiple styles of welders
 - ▶ Evaluate water samples for a variety of characteristics
 - ▶ Graft plants using three different methods
 - ▶ Care for service animals
 - ▶ Speak Spanish at an advanced level
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Activities, Hobbies and Achievements

- ▶ Always state what was gained or recognized in each.
 - ▶ I participate in YMCA Youth-in-Government through which I have improved my public speaking skills.
 - ▶ I play on the school volleyball team through which I have learned to communicate in a team setting.
 - ▶ I draw, in multiple mediums, through which I have learned how to visually communicate ideas, concepts, and emotions to others.
 - ▶ I was awarded Civics Student of the Year in recognition of my thorough work and participation in class activities.
 - ▶ My project was awarded a purple ribbon at the state science fair.
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General Advice

- ▶ Be specific and state things firmly
- ▶ Do not exaggerate
- ▶ Watch your tense
- ▶ Keep it to no more than one page
- ▶ Include only those things that you can explain how they make you marketable
 - ▶ Playing video games might be good to include if you are applying at GameStop, less so if you are applying at Panera.
- ▶ COPS!!!
- ▶ Make sure it's easy to read.
 - ▶ Font size and type

