

# What is a Resume?

- A resume is a one page summary of your skills, education, and experience.
- The resume acts much like an advertisement for a company trying to sell something.
- The resume is your advertisement.
- Just as a sneaker company spends countless hours (and millions of dollars) designing their latest advertising campaign, you too must spend a good deal of time creating, proofreading, editing, and perfecting your resume.

# A Resume is a Personal Ad

Now write a 30 second advertisement. You are trying to convince someone to hire YOU!

Think about your experience. If you do not have any paid experience think about volunteer, internships, working in a family business. Have you done child care, worked for neighbors?

A resume is one of the most important pieces of writing you will ever create. A solid resume is the key that will open the door to good jobs. Don't cheat yourself... work hard on it.

# How long do employers typically look at a resume?

- a. Less than 30 seconds
- b. 3 Minutes
- c. 1 Minute

If you answered "A", you are correct.

Employers generally spend less than 30 seconds scanning a resume to see if they want to interview that person.

Employers often receive hundreds of resumes for a single position. They do not have time to pour over every word on each one. This increases the importance of the smallest details.

# What should be included in a resume?

Not all resumes are the same, but there are some common elements that they all should include.

The necessary elements are:

# *Heading*

Your heading should include the essential personal information. Your formal name (not nickname) should appear at the top and it should stand out above all else on the paper.

You want them to remember who you are in less than 30 seconds.

Also include your address (both permanent and temporary) and phone number. If you use email, include a professional email address.

# *Objective*

Also called "Career Objective"

Employers often say this is the most important part of a resume. It is generally a one sentence explanation of the type of job you are seeking. Your objective should be fairly specific. If you are applying for different types of jobs, change your objective to match each type of job. If you are uncertain about the specific positions available, note your areas of interest.

This may include long range goals.

Present your job objective in a manner that relates both to the company and the job description.



# **Sell yourself!**

Create a good first impression by highlighting skills and abilities appropriate to the position.

If you don't sell yourself, your resume will stay in the pile with all of the others.

**Separate yourself!**

Tell the truth and  
nothing but the truth!

Employers will pick up on "little" white lies  
when they interview you.

# Choose your words carefully.

In a resume, you need to sound positive and confident, neither too aggressive nor overly modest.

Do not use the word "I", the whole resume is about you!

Each description of your responsibilities should begin with a verb. The following words and phrases are intended as suggestions for thinking about your experience and abilities:

# Action words

accomplish achieve analyze adapt  
balance collaborate coordinate  
communicate compile conduct contribute  
complete create delegate direct  
establish expand improve implement  
invent increase initiate instruct  
lead organize participate perform  
present propose reorganize research  
set up supervise support train  
travel work (effectively, with others)

# *Education*

As students, this should be your next section of information.

High school students should not include information from junior high/middle school.

You should specify the dates of attendance or graduation (or expected graduation).

Some people include education-related honors in this section.

If your education is particularly relevant to a job, you may want to include a section titled "Relevant Courses." In this category, you can list classes that might contribute to your employability, especially ROP classes.

# *Experience*

Also called "Work Experience" or "Employment Experience"

In this section, you should include previous employers, their locations, your dates of employment, and your job title.

You may have to create a job title if you did not have one.

You should include at least two one-line descriptions of what your job duties and responsibilities were.

You can not assume that the job title explains what you did to all readers.

Use action verbs to start each of these descriptions. Do not use the word "I" in descriptions.

# *Activities*

Employers like to see people who have been involved in school or community activities.

List special activities you participated in (prom committee) and organizations you joined (drama club, baseball team, etc.).

Include the years in which you participated.

Be aware, however, that some employers may eventually view this information as irrelevant. As high school students, this should not be a concern.

# *Summary of Skills*

Some people use this section to include special skills or talents that are not included elsewhere on the resume, but would be relevant to the employer. Some possibilities are:

Type 60 words per minute

Bilingual-Fluent in English and Spanish



# *References*

Although some books say: "References Available Upon Request" most employers like to see them there for convenience.

You should have 2 - 3 people who have observed your work habits (employers, teachers, coaches, etc.)

Also 2 - 3 people who can speak about your character.

Make sure you have asked their permission to include them as references.

Only ask people who will speak well of you. The information should include their names, addresses, employers, job titles, and phone numbers. It is best to list work numbers since some people don't appreciate calls at home.

# How do I set up a resume?

Your resume should be divided into distinct sections.

Headings should stand out as boldfaced, larger text. Employers tend to have certain headings that interest them most. Make it easy for them to find them.

Here are some suggested headers:

***Major Headers***

*(to be used in almost all resumes):*

Objective

Education

Employment History/Work Experience

School Activities

# Headers (continued)

*Minor Headers (to be used if appropriate):*

Computer Experience

Associations

Certifications

Community Activities

Highlights of Qualifications

Honors/Awards

Interests and Hobbies

Projects

Relevant Courses

Summary of Qualifications

Volunteer Experience.

# Is there a particular order? Yes!

You want your resume to be coherently organized.

There are two distinct types of resumes.

# Chronological Format

Most young people utilize a chronological format.

The chronological style is exactly what it sounds like: It follows your work history backward from your current job, listing employers, dates, and job responsibilities.

This is the format that you would most likely use if you are new to the workforce and have limited experience.

Frequent job changes and work instability show up dramatically with this format.

# Functional Format

For someone who has held many jobs, the functional format is more useful. A functional resume is created without employment dates or company names. This format concentrates on skills and responsibilities and is more likely to be used after you have developed your career skills and have accomplishments to your credit.

# What comes first? Education or Experience

Should I place Education above Experience or vice versa?

Most high school and college students include the Education section directly after the objective.

However, if you have experience that relates directly to the job you are applying for, you should place the Experience section above Education.



# How important is the format?

The importance of the format lies in its consistency. There is no one best resume format. Remember to stick to one format. It shows off your organizational abilities.

# Should I use complete sentences when describing jobs?

Not usually. Use action phrases instead.

Leave out unnecessary words.

Try to match your skills and experience with the employer's needs.

In almost all cases you are there to make them more MONEY! Remember that objective.

# Do the looks of a resume matter?

Absolutely! When sending a resume to an employer or college, don't skimp. Use white or off-white professional weight paper and black ink. Avoid using colored paper or fancy graphics in your resume unless the job you are applying for is in a career area that might stress this type of formatting (art, graphic design, advertising, etc.)

Always print resumes using a quality laser printer.

# Let Your Resume Advertise You

Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement.

Just like the Nike swoosh or McDonald's arches, it's a means to an end- an interview.

The resume should be a concise, factual, and positive listing of your education, employment history, and accomplishments.

# Make sure your resume is **PERFECT!**

It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth comb.

Remember, it is your ad. Make them want you!

# Final Resume Tips

Limit your resume to one page.

Only people with a great deal of related experience should have resumes longer than one page.

# Final Resume Tips

One inch margins around the page and blank lines between sections will make all the information easier to read.

Use a 12-point font size minimum.

Avoid overuse of italics, bold, and underlining.

# Final Resume Tips

Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom.

Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted.

List only recent honors and awards unless they are specifically relevant to the position for which you are applying.