Resume Writing

What is a Resume?

- **An outline of your skills, education, and experiences**
  - **A summary of your academic and work history**
- **Also called a Curriculum Vitae (CV)**
  - **Loosely means "the course of one's life and/or career"**

Why Create a Resume?

- **To help you get a job**
  - **It's often all the employer has**
  - **It's what the employer will use to determine if you get an interview**
  - **It can make or break you**
  - **It's worth the time and effort to make it right**

What Does a Resume Contain?

- **Your contact info**
- **Your education**
- **Your work experience and military service**
- **Organizations you belong to**
- **Skills you have**
- **Your interests and activities**

Basic Process

- **Gather information**
- **Organize and 'cull' information**
- **Create the resume**
- **Proofread and spellcheck**
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- **Print**

Recommendations

- **Length – 1 or 2 pages**
- **Paper – plain or light colors, slightly heavier than normal**
- **Font – standard, plain, 10-12 pt**
- **Priority – important items first**
- **Brevity – use bullet points not full sentences and/or paragraphs**

Recommendations

- **Truth – embellish, don't lie,**
- **Space – white space is good**
- **Abbrev. – don't use unless they're VERY common and widespread**
- **Format – it's up to you in the end**
- **Accuracy – you better be 100% accurate in spelling, grammar, and things you claim**

Education Recs.

- **List in reverse chronological order**
- **Include graduation dates, even future/planned ones**
- **Include GPA only if it is good**

Job/Experience Recs.

- Begin with action verbs when describing things you did
- Avoid first person (I, me, etc.)
- Be specific when possible
- List in reverse chronological order including start/end month and year

Create a Famous Person's Resume

- **Pick a famous person from the list on the next slide or choose one yourself (get my approval). Consider that you're going to have to find info about that person.**
- **Find information**
- **Organize and cull**
- **Create the resume**

1. Pick a Famous Person

Walt Disney	Jack Nicholson	Jackie Robinson
Babe Ruth	Steven Spielberg	Richard Nixon
Martin Luther King	Elvis Presley	Liz Claiborne
Thomas Edison	John F. Kennedy	Oprah Winfrey
Jerry Springer	Alexander Bell	Lisa Leslie
Mark Twain	Morgan Freeman	Michael Jordan
Nikola Tesla	Theodore 'Dr. Seuss' Geisel	Vince Lombardi
Frank Lloyd Wright	Dale Earnhardt (Sr.)	Jesse Owens
Charles Schulz	Gianni Versace	Coco Chanel
Wilma Rudolph	Franklin Roosevelt	Mickey Mantle
George Lucas	Bill Gates	Walter Payton

2. Find/Record Info

- Research your person on the web
- On a piece of paper, jot down what you can find for your person's...
  - Contact info (hometown/birthplace)
  - Education
  - Work and Employment History
  - Other experience and activities
  - Military Service
  - Skills
  - Professional organizations
  - Interests and Activities

3. Organize Info

- **Review and cull the data**
- **You should have at least…**
  - **Contact info – Name, address, phone**
  - **Education – 1**
  - **Work and Employment History - 2**
  - **Military Service - 1**
  - **Skills - 3**
  - **Professional organizations - 1**
  - **Other experience, activities, & interests – 1**
- **Make it up if you don't have something**

4. Create the Resume

- **Open MS Word**
- **Go to my webpage and save the famous person resume template**
- **Fill in the information you found (replace/remove the placeholders)**
- **Enter an email address that looks like: <your name>@HCHS.com**
- **Proofread and spellcheck**
- **Make sure it is only 1 page**
- **Save when you finish**