

# Job Interview Skills and Resources: Resume



# Standard



- Learners plan and manage academic – career plans and employment relations



Resume: a written exaggeration of only the good things a person has done in the past, as well as a wish list of the qualities a person would like to have.

- Bo Bennett

# Resumes Should....



- By typed or computer generated
- Be printed on 8.5” x 11” non-white paper
  - Use neutral-colored paper other than white
- Typically only be a page in length
- Include complete and correct information
- Be neat and look professional
- Use uniform formatting
- Use short, bulleted statements instead of complete sentences

# What Should be Included on Your Resume?



- Personal information
- An objective statement
- Educational Background
- Work Experiences
- Awards, honors and achievements
- Volunteer projects and involvement
- Leadership roles in extracurricular and co-curricular activities
- Special skills that differentiate you in the job field

# Personal Information



- Name
  - Full Name (first, middle and last)
- Permanent address
- Telephone number (s)
  - Home and cell phone number if applicable
- E-mail
  - Make sure email name is appropriate

**John Smith**

475 South Hampton Street      McDonough, Georgia 30252  
770.645.2647      jsmith241@aol.com

# Objective Statement



- Briefly state goal and the type of job you would like to be considered for
  - This should be done in one sentence.
- This may need to be changed for different types of jobs
  - A job for a waitress will have a different objective statement than a job for a retail position.

# Objective Statement



## Objective

To attend a college or university to pursue a degree in education and obtain a position as a math or social studies teacher in a high school upon graduation.

OR

To obtain an entry level position as a sales associate.



# Education



- Include name and location of schools
  - List the most recent school attended first and then go backwards
  - Include dates of attendance and expected graduation date
  - List your program of study
    - ✦ List courses relevant to the job you're applying for, if you have any
  - List diploma or degree to be earned
  - Include your Grade Point Average unless it is low

# Education Example



## Education

Senior at Ola High School in McDonough, Georgia

Will graduate in May 2006 with a college preparatory with distinction diploma

Courses include a variety of Honors and Advanced Placement classes

- 9<sup>th</sup> grade: Honors World Geography, Honors Biology, and Honors Geometry
- 10<sup>th</sup> grade: Honors World History, Honors Spanish II, Honors English, and Honors Chemistry
- 11<sup>th</sup> grade: Honors Trigonometry, Advanced Placement Chemistry, Honors English, Advanced Placement U.S. History
- 12<sup>th</sup> grade: Advanced Placement Calculus, Advanced Placement Spanish, Advanced Placement Government, Advanced Placement Psychology

# Work Experience



- Include all paid work
- Use reverse chronological order, listing the most recent job first
- Include dates of employment, the names and location of the companies or organizations, and your job titles
- Describe the responsibilities of your job

## Work Experience

Drafter - Edson Homes in McDonough, Georgia (2007-2008)

- Created floor plans, site plans, secretarial duties

# Volunteer, Extracurricular, and Co-curricular Involvement



- List volunteer work you have done, what organization it was with, and the year it was done
  - Use reverse chronological order, listing the most recent volunteer work first
- Name leadership positions and responsibilities in your co-curricular activities
  - Identify the years you were involved in the positions
- List extra-curricular activities in which you were involved
  - Identify the years you participated

# Volunteer, Extracurricular, and Co-curricular Involvement Examples



## **Extra-Curricular and Co-curricular Activities**

NJROTC Academic Team (2003-2006)

Ola High School Fast-Pitch Softball (2002-2004)

## **Memberships**

SkillsUSA (2002 – 2006)

- SkillsUSA State North Region Vice President (2005-2006)

National Honor Society (2004-2006)

Science National Honor Society (2004-2005)

## **Community Service Activities**

Ola High School Tutor (2005-2006)

Egelston Hospital and Scottish Rite Festival of Trees (2002-2004)

# Awards, Honors and Achievements



- List any type of honors or achievements from school, the community or another organization:
  - Honor Roll, President's Education Awards Program, Outstanding Sophomore Nominee, Student Council
- Also list any scholarships you have received.
  - 14<sup>th</sup> Annual Vernon E. Carne Scholarship, Linda Lentz Education Scholarship

# Awards, Honors and Achievements Examples



## Honors and Awards

NJROTC Company Commander (2005-2006)

SkillsUSA Quiz Bowl

- Region 2<sup>nd</sup> place (2006)
- Region 1<sup>st</sup> place; State 1<sup>st</sup> place; Nationals 2<sup>nd</sup> place (2005)

A Honor Roll (2002-2003, 2005-2006)

# Work Skills



- Identify specific skills and knowledge that can differentiate you from other potential employees.
  - Computer programs: Microsoft Office, PowerPoint
  - Equipment: Cash register
  - Personal work ethics: Dependable, creative, organized



# Work Skills Examples



## Work Skills

Computer programs: Microsoft Office, PowerPoint Presentations, Photo Shop

Equipment: Cash register, copying machines

Personal work ethics: Dependable, punctual, honest, creative, organized

# References



- References are usually not listed on a resume
- Instead, at the end of your resume, state “References available upon request.”
- Only put that statement if you have references

# Creating your Resume



- Step 1. Begin by completing the Resume Information worksheet.
- Step 2. Begin editing your resume template by filling in information from your Resume Information worksheet
- Step 3. Save periodically
- When you finish:
  1. Read over it for grammatical mistakes and to be sure you included everything then sign your name
  2. Have two other people in your group do the same thing
  3. Turn it in to me