



YOUTH RÉSUMÉ WORKSHEET

What is a résumé?

A SNAPSHOT of who you are! Your résumé is your primary marketing tool. The purpose of a résumé is to get an interview. Employers request résumés as a method to prescreen job candidates for the required skills, experience and abilities needed for a specific job opening.

Do I really need a résumé for a part-time or summer job?

YES! If you do not have a résumé, you may not get an interview. Without a résumé, the employers at a Job Fair or other recruitment event may not be willing to speak with you about your skills and work experience. A resume shows your professionalism.

Your résumé will compete with other résumés. Employers scan your résumé and compare your qualifications with the qualifications for the job opening. To compete for an interview, your résumé needs to include, at a minimum, your skills, past work history or school activities and your education. For an interview in a highly competitive industry or higher-level position, your résumé will need to focus on your accomplishments, for an entry-level position you should highlight your strengths, school work and activities.

Your resume should...

- ✓ Include your name, address, phone number, & email address (a standard/professional email address)
- ✓ Be error free—no typographical, spelling or grammatical errors
- ✓ List your skills, qualifications, and accomplishments in a primary position on your résumé
- ✓ Have an appropriate format that includes a clean, professional appearance and an easy to read font
- ✓ Be brief, well organized, and focused on the position for which you are applying

Your resume should **NOT INCLUDE...**

- ✓ A date; you should put a date on your cover letter, not your résumé
- ✓ Personal pronouns such as “I”
- ✓ Abbreviations in the body of your résumé
- ✓ Personal information such as height, weight, social security number, driver’s license number
- ✓ Race, religion, marital status, or political affiliation
- ✓ Miscellaneous details such as salary requirements, supervisor’s name and title, hobbies

RÉSUMÉ WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create, and type your résumé. Let us begin to assemble the nuts and bolts of your résumé.

Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your résumé. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

Skills: Skills are things you can do, as well as things you know and have experience doing. **List any skills you have that can help you do the type of work you want to do:** Think about what you can do; review job descriptions for ideas or look up the job you want on Google.

Transferable Skills*: List any skills you have developed in school or in other positions that may help you in a new position. *Transferable skills are skills you learned or used in school, volunteering or in another position or job that may help you in your first job, your next job, or career. Be sure to use your own words to describe your transferable skills.

- Arrive to school and class on time; punctual
- Research information/gather data
- Play sports/teamwork
- Organize homework assignments to complete on time/organize priorities/time management
- Turn in completed school work/completed assigned work
- Supervise younger children/class projects/lead and manage situations and projects

What other transferable skills do you have? List your additional skills below.

- Completes assignments/meet deadlines
- Prepare equipment for sports/set up work area
- Write papers/prepare written reports

Personal Attributes or Characteristics: These may be important to an employer. Think about the traits you may have that an employer would find desirable.

Check those that apply and be sure to add to the list. You may wish to use these attributes or characteristics as you develop a summary statement.

- Works well with others
- Dependable
- Honest
- Friendly
- Enthusiastic
- Independent thinker
- Hard worker
- Follows directions & rules
- Listens well
- Respectful
- On the Honor Roll
- Earns good grades
- Asks questions
- Gets work done without instruction

Computer Skills or Other Technical Skills: Technical skills, at least basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer.

Check the computer skills you have and be sure to add to the list.

- MS Word
- MS Excel
- Email
- Internet
- MS Access
- PowerPoint
- Outlook

Additional Skills: Everyone has skills. Review job openings and list any other skills you have that may be important to an employer. **List any other skills that might help you on a job.** Google job descriptions of positions you are interested in to help you determine the hidden skills you have.

Experience: Employers are interested in the type of school experiences you have, or the work you are doing, or have done, as well as the name of the organization or company where you volunteered or worked, when you did the work, and the type of experience you gained. List your most recent volunteer, school, or job experience first.

Be sure to list school activities and volunteer experience as well as paid work experience. If you lack paid work experience, list chores, school activities and volunteer experience that you may have. For example, if you volunteer on Saturday at the animal shelter, you can add that experience to your résumé. You do not have to be paid to count it as experience. List any experience you have below:

Your most recent volunteer, school experience or work experience should be listed first!

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed: From _____ to: _____
(When job started- month & year) (When job ended- month & date)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier volunteer or work experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed: From: _____ to: _____
(When job started- month & year) (When job ended- month & date)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier work experience or volunteer experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed: From _____ to: _____
(When job started- month & year) (When job ended- month & date)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Education: Employers are interested in your education in general terms and as it relates to the type of work you are seeking. If your education has prepared you for work in a specific company, a specific type of business and/or specific industry it will be important to highlight your education and the experience that you have gained in school on your résumé. If you lack work experience your education and volunteer experiences will be very important parts of your résumé. List your highest level of education first.

Special Course or Vocational Training/Education

Current Status or Degree/Certificate Completed: (list year, you may also include your expected graduation date if currently in school) _____

Name of School: _____

City/State: _____

Major or Subjects you are Studying: _____

Graduated (list year): _____

Class Standing/GPA (list if relevant to the position or field) _____

Honors, Awards, Achievements or Activities: _____

High SchoolHigh School Diploma Yes No GED currently attending

Current Grade or Last Grade Completed: (list year you expect to graduate if currently in school): _____

Name of School: _____

City/State: _____

Honors, Awards, Achievements or Activities: _____

Other Training or Relevant Activities: Employers are interested in the training you have received in general terms, and as it relates to the type of work you are seeking. This can be a very important section of your resume, if your work experience is limited. Have you received leadership or other specific training in school or as part of a club or volunteer organization? If so, include in this section.

List any school activity, vocational training, on-the-job training, military training, other formal training, student leadership training, sports team, clubs or other specific school courses:

Name of Activity, Vocational or Training School: _____

City/State: _____

Courses taken: _____

Dates from: _____ To: _____

Licenses or Certificates held: _____

School Activities: _____

Volunteer Activities, Service Organizations or Achievements:

List your most important achievement to date: _____

References:

Your references should be work, volunteer or school related. Contact three (3) people who are willing to be a reference for you. You will need to ask each person for his or her complete name, title, address, phone number and e-mail address. Record the information below.

Your references should be people whom you have worked with or who know you well are willing to speak about the quality of your work and your skills and or your character. Select people such as a current or prior supervisor, a personal reference such as a neighbor, a landlord or someone who lives in your community, a coach or a teacher.

Family members should not be used as references.

Do not include anyone you have not spoken to ahead of time, or anyone who will not give you a good reference!

Upon completing your résumé send each of your references a letter thanking them for agreeing to be your reference. Be sure to include in the letter information about the type of job you are seeking and enclose a copy of your résumé.

Work Reference Name

(Mr. Mrs. Ms. Dr.): _____

Job Title: _____

Company Name & Address: _____

City/State: _____ Zip: _____

Phone # Day: _____ Evening # or Mobile: _____

Email Address: _____

Educational or School Reference Name

(Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Name & Address: _____
City/State: _____ Zip: _____
Phone # Day: _____ Evening # or Mobile: _____
Email Address: _____

Personal Reference Name

(Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Name & Address: _____
City/State: _____ Zip: _____
Phone # Day: _____ Evening # or Mobile: _____
Email Address: _____

Now you are ready to use all the data you have gathered and prepare the information about your experience, school activities and achievements into a one-page skills résumé. Use the résumé draft format and fill in the blanks. Select the most important data, accomplishments and skills to communicate your value, skills, and experience a basic résumé format. This is a format accepted by most employers.

The final step in creating your basic skills résumé will be to use a computer and type your basic résumé. With a basic one-page résumé you have the minimum information you need to begin your job search.

Everyone needs a current résumé at all times. Be sure the information is **accurate**. Take the time to look up anything you are not sure of: dates, locations, proper titles, spelling, etc.

KEEP IT SIMPLE

- ⇒ Be sure the job title you use is easily understandable by your reader i.e. Stock Clerk vs. Clerk III
- ⇒ Do not use unfamiliar vocabulary; select familiar words that apply to the job and duties
- ⇒ Use bullet points with short phrases
- ⇒ When describing a current position, use the present tense
- ⇒ When describing a past employment, use the past tense
- ⇒ Keep the length to one page
- ⇒ Update your résumé every three months, even if you are not actively looking for a job
- ⇒ Use standard 8 ½" X 11-inch bond paper, 24 lb.
- ⇒ Use a matching envelope when mailing your résumé
- ⇒ Typeface should be easy to read (Times New Roman, Arial, and Tahoma).
- ⇒ Avoid the fancy script-like fonts
- ⇒ Use black ink
- ⇒ Font-size should be 10 -12 points
- ⇒ Highlight section headers with boldface type.
- ⇒ Be consistent; use single spacing for individual statements and double spacing between sections

Résumé Draft Format

First Name

Last Name

House number

Street

Apt #

City/ State/ Zip Code

Telephone Number

Email Address

Skills

Work Experience or Volunteer Experience

Job Title

_____ to _____
Start Month/Year Ending Month/Year

Name of Company or Organization

City/State

Job Title

_____ to _____
Start Month/Year Ending Month/Year

Name of Company or Organization

City/State

Job Title

_____ to _____
Start Month/Year Ending Month/Year

Name of Company or Organization

City/State

Education and/or Training

_____, _____, _____
Name of Diploma or Degree Name of School City and State

_____, _____, _____
Name of Diploma or Degree Name of School City and State

Awards, Achievements, and/or other Activities

