

Resume Information

Name: _____ Date: _____

Writing a resume is an important step in an individual's personal development and self understanding. With the help of assessment tools, skills worth highlighting can be extracted and used effectively for explaining one's interests and abilities. Through this lesson of developing a skills resume, students will become more prepared for job or internship interviews.

There are several different resume templates available online and varying approaches to layout and design. Although there is no single way to write a resume, for the purpose of a skills resume, standardization is the best first step. Using the headings below, a basic resume can be created for use and possible further additions and creativity.

Resume Content

Objective Statement An objective is a simple way to introduce yourself and explain what it is you are striving to achieve. Your objective statement should be as specific as possible. It should give some indication that you have thoughtfully considered where your interests lie:

Seeking an opportunity that involves marketing research, data collection or analysis.

Seeking an internship in the food industry in order to gain experience and skills for future restaurant work.

An objective should not be too specific so that you leave out room for other possibilities. However, it should be specific enough to introduce yourself to a stranger and describe who you are and in what you are interested. It simply answers the question, 'why has this resume been created and submitted?'

Education It would be appropriate for a high school student to list their school(s), dates of attendance and any other information related to your education pursuits and/or achievements.

Experience If you have past work experience, it is recommended that you follow your objective statement with such a list. You are to list and describe past jobs or volunteer work and the respective duties and responsibilities you were given. Remember to list your work experiences in order starting with the most recent position first. Each position that you list should include the employer or company name, the city, your job or volunteer title and the starting and ending dates of employment. Always be consistent with how you lay out your information. Each job listing should look identical in form to the others.

Skills/Abilities Whether you have work experience or not, high school level students should also include a list of skills. You should be able to list a skill and describe it in detail and, if applicable, how it applies to you in a specific way. Please note that computer skills are usually a given but important to list, especially if you have expertise in a specific area such as writing web pages, knowledge of social networking sites such as MySpace and Facebook, as well as any software such as all of the Microsoft Office applications (Word, Excel, PowerPoint, Publisher) and Photoshop or other similar software applications.

Educational Projects In this section, include one major educational project you are most proud of. The project you list should be one that was very meaningful, resulted in success (for you or the project) or earned you praise from your teacher. Consider including a project that one of your references could talk about.

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Workshops and Seminars

Honors & Achievements/Other Activities In this section, you should highlight academic, work-related, church or other types of achievements and honors for which you have been a part or given. It is good to demonstrate here how you have gone above and beyond normal expectations in any way. Memberships in community organizations or committees would be listed here.

Leadership In the leadership section, you should include any organization, club, or agency of which you are a member and have a leadership position. This is not limited to 'President,' 'Secretary,' or another traditional office. If you were ever asked to take charge of a task for that organization, that is a leadership position. After leadership positions, list the organizations, clubs, or agencies of which you are a member. List them in order of membership dates (most current memberships up top). School related activities are great to place here.

References You should simply state the following after this heading: "Available upon request". You should have three references that can speak on your behalf before you submit your resume to anyone. It is your responsibility to talk to these three people and ensure their willingness to serve as a reference. Good references can talk about your character, work ethic, personality, etc. Some good examples would be a former employer, clergy, teacher or coach. Family members are not to be used as references as employers will not recognize them as such.

Appearance and Presentation

Layout & Presentation Your resume should not be more than one side of one page. Your layout style should be consistent in your use of headings, use of bold and italics, bullet points, etc. Do not use more text than what is necessary. Margins should be between 1" - 1.25".

You should choose a font that is businesslike and legible, using a size that is easy to read (not too small) and makes good use of space (not too large). Times and Garamond at 11 or 12-point size are safe choices.

Grammar & Spelling Many resumes have at least one error. Sometimes, numerous errors can be detected. This is unacceptable to an employer as they review a candidate's abilities for a specific job. You need to have at least one competent individual proof your resume for grammar and spelling. Do not rely on your computer software for detecting mistakes. Remember to always give the most honest and accurate information possible on your resume.

Verb Tenses A lack of consistency in your use of verb tenses communicates a poor command of communication skills. The only time you would use different verb tenses would be when you describe past and present work situations.

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Resume Success Strategies

Resume “Don’ts”

- Don’t include personal info such as age, marital status, height, etc.
- Don’t list the names of supervisors or people you worked with.
- Don’t use vague objective-statements.
- Don’t use different font styles and sizes.
- Don’t exceed one page.

A successful resume...

- Will communicate a clear understanding of your strengths.
- Does your resume show you know yourself and how you can apply yourself in the right situation?
Does it communicate personal strengths, characteristics and qualities, as opposed to just the skills and experiences?
- Will argue that you are qualified for the job you are pursuing.
- Will be organized in a logical way that is easy to read.
- Is it easy on the eye? Does the layout of information make sense? Is it easy to follow? Are subheads, bullets and verb tenses used in a consistent manner?
- Will show your ability and desire to acquire new skills, accept responsibility, learn and grow