

Name _____

Date _____

How to Write a Good Resume



Introduction: A resume is a method of selling yourself to get a job. It is your "self advertisement" or "commercial." Remember that TV commercials are generally only 30 seconds in length. Employers receive many resumes for positions which they have. You may only have approximately 15-30 seconds to impress your prospective employer.

Before you start your job search, you need to decide what kind of job you are seeking. You may want to begin by listing all of the things that you have accomplished that are related to your goals. For instance, your list might include being the top salesperson for a school fund raiser or helping to build the sets for the school plays. You'll see a pattern emerge of the things you do best and like to do. You might discover that you're happiest working with people, or maybe with numbers, or words. Review any career choice or aptitude assessments you may have completed.

General Rules for a Resume

1. Think of your audience, a prospective employer.
2. Ask yourself some questions. "Will this help me get a job?" "Is this information necessary for the position for which I'm applying?" "Am I being honest?"
3. Keep it brief. Look at the visual impact. Since employers skim resumes quickly, you need to put your "best foot forward," preferably on one page.
4. Use 8½"x 11" bond paper, white or off-white is best.
5. Make sure spelling and grammar are correct.
6. Start sentences with action verbs, "sold," "organized," "repaired," etc. Talk about accomplishments, contributions, results, not just duties.
7. Do not embellish or put lies on your resume.
8. Do not label your resume, "Resume"- the employer knows what it is.
9. Do not provide irrelevant material, i.e., marital status, vitals, unless needed for the specific job for which you are applying. Include hobbies if they are related to your job. Include non-paid, volunteer work. Include special merits or special qualifications, such as keyboarding speed, if related to the prospective job. Do not use "I's," "me's."

Resume Format

1. Name and Address

Name, address, telephone numbers (voice and fax), e-mail. It may be helpful to include a "message" or "alternate" phone.

2. Job Objective (Optional)

The objective may be specific, if you have that information, or general (but specifying the kind of job or field of work you want).

3. Education and Training

- a. List your most recent education first.
- b. List courses if they relate to the job you are seeking.
- c. List any special awards you may have received, especially those that relate to the job you are seeking.

4. Work and Volunteer Experience

- a. List the most recent or current job first, followed by others.
- b. Provide the dates of employment, name of employer, address, job title and job responsibilities.
- c. Provide the same information for paid and unpaid volunteer work, especially if it relates to the job you are seeking.

5. Special Skills, Abilities and Honors (Optional)

- a. Identify any business or other skills and abilities (i.e., bilingual, computer expertise) that you have gained in school, on a job, or in other situations.
- b. Include any honors/awards you have received or hobbies or activities you have participated in, especially those that relate to the job you are seeking.

6. References (Optional)

- a. Ordinarily you state on your resume that references will be given upon request.
- b. Ask permission before you provide the name of someone as a reference.
- c. Provide the names of previous employers (with their permission) if possible. If not, use teachers and others, such as supervisors for volunteer work, who know how you perform and are sold on your ability.
- d. Use relatives only if they have been your employer (paid or non-paid).
- e. Three adult references are usually provided.

Action Words for a Resume

Part of the secret in filling out an eye-catching and informative resume is to use descriptive "action" words. Try to provide information to employers in a specific, concrete, and factual manner.

Things you enjoy and do which relate to working with people:

Administering	Handling complaints	Organizing
Advising	Interviewing	Persuading
Coaching	Listening	Representing
Entertaining	Managing	Selling
Evaluating	Meeting the public	Supervising
Exchanging information	Motivating	Teaching
Fund raising	Negotiating	

Things you enjoy and do which relate to working with data:

Analyzing	Copying	Observing
Auditing	Creating	Planning
Budgeting	Editing	Problem solving
Calculating	Evaluating	Reading
Comparing	Investigating	Record keeping
Compiling	Managing	Remembering
Completing	Measuring	Reviewing
Coordinating	Organizing	Writing

Things you enjoy and do which relate to working with objects:

Adjusting	Cutting	Loading
Arranging	Designing	Manipulating
Assembling	Displaying	Repairing
Constructing	Distributing	Stacking
Controlling	Installing	Stocking (shelves)

Write Your Resume

Now you are ready to use the information you have prepared, and the above action words, to write your own resume! Review the resume example on the next page as well as any examples your job specialist may provide.

Prepare a completely **positive** document to present your skills. Don't be shy! However, the resume must be an honest evaluation. Any misrepresentation will come back to haunt you--if not in the interview, then on the job.

There is no **one** right resume. Create a document that sells your strengths. Since employers are looking for the best value for their hiring dollar, you should market what makes you different from your classmates or anyone else wanting an interview for that job.

REMEMBER: A RESUME IS YOUR OWN PERSONAL ADVERTISEMENT TO AN EMPLOYER. THE RESUME IS INTENDED TO HELP YOU WIN AN INTERVIEW.



RESUME EXAMPLE

Note that Ms. Smith's resume does not include too much personal information.

Tammy Smith
105 Dunning Place
Washington, DC 20005
(202)383-1650

Optional. If included, be sure it is realistic for your experience and skills.

OBJECTIVE:

To work with young children in a day care center.

Ms. Smith mentions courses that are job related and awards received.

EDUCATION:

1996-2000

King High School
248 East Avenue
Washington, DC 20005

Classes in child care and music. Member of Washington Career Association. Received First Place Award in Decision-Making Competition.

Ms. Smith has not had any formal jobs so she has listed her informal work experience.

EXPERIENCE:

1999-2000

Volunteer at YMCA day camp in Maryland. Helped senior counselor plan and lead all activities. Responsible for supervising eight children in activities.

1999-2000

Baby sitter for three younger brothers and sisters after school each day until 6:00 pm.

Ms. Smith includes hidden skills.

SKILLS AND INTERESTS:

Sing, dance and play piano.

Optional. Always ask permission before you use a person as a reference.

REFERENCES:

Provided upon request.

