

What is a Resume?

A resume is a marketing tool. It is a method of selling your best, personal, professional and educational accomplishments and attributes to potential employers.

A resume is a well organized, one page, word-processed presentation of information that summarizes your experiences, qualifications and special skills and interests.

A resume will help you collect, organize and update information needed to apply for a job or to gain admission to a college.

A resume is a potential employers first impression of you. It is a document that sells you to a potential employer.

Hiring staff typically scans a resume for about 15-20 seconds, to see if you meet the requirements and qualifications. An effective resume should make an employer say.....

“I want to interview you!”

More Resume Tips

What a resume can do for you!

Applying for Jobs:

- Send or drop off a resume and cover letter informing a company or individual of your interest and availability.
- Use a resume in addition to a job application. You may find that some employers require both.
- Walk in and approach an employer with your formal resume for future openings.

Applying for Colleges:

- A resume can help you compose your personal statement by reminding you of school and extracurricular activities that are relevant to your educational goals.
- Including the resume with your package can help admission representatives understand your background.

Applying for Scholarships:

- Your resume can assist the scholarship committee in learning more about you.
- Give your resume to people who write letters of reference for you. This will aid them in writing about you.

A resume is a summary of your skills and background. Most importantly, it is a document that sells you to a potential employer. It should be brief, yet as animated as possible.

There is no better time to create a resume than now. Because few teenagers present resumes, when an employer gets

one from you, he/she will be extremely impressed. A resume is formal and sends the message to an employer that you are organized and serious about the job search.



A good resume can open the doors of opportunity!

Do's and Don'ts

Do create margins and consistent spaces between categories.

Do spell and punctuate **100% correctly**. Have a friend or family member proof-read your resume.

Do type most of your resume in **11 or 12 point font**.

Do be prepared to speak in detail about any items appearing on your resume.

Do create a list of references to accompany your resume.

Do save your resume on disk or flash drive. It will save you time later.

Do list experiences in chronological order, starting with the most recent activity.

Do use a business style font like Times New Roman or CG Times.

Do leave white space on the resume. This makes it more inviting to the reader.

Do ask the Career Center staff to help you with your resume.!

Don't lie on a resume

Don't use "I" in a standard resume.

Don't fold a resume. Always present it in a flat, clean format.

Don't hand write your resume.

Don't use flashy colors or graphics on your resume, unless the job calls for art or design.

Don't write resume at the top of your page.

Don't include your picture, birth date, health status, or Social Security number.

Don't list an e-mail address on your resume if the e-mail address is not appropriate for professional audiences (ex- bigbutt@yahoo.com)

What To Include In Your Resume.....

1. **Heading:** At the top center of the page, type your full name, your complete address with zip code and your phone number with area code. If you have an email address, you may include that as well (If it is business appropriate...janet@yahoo.com).
2. **Objective & Profile:** Objective is a short sentence telling the kind of work you are looking for or a statement of what job you are seeking.

Two Examples of an Objective are:

Objective: Office Assistant

Objective: Position utilizing Office Management, Computer Skills, and Customer Service Skills.

Profile is a brief summary of your strengths, skills and personal attributes (i.e. organized, accurate, good listening skills) that you want to highlight for this particular employer that are specific to the job you are applying for. Use bullets or a box format to draw attention to this section.

Example:

PROFILE

- Well Organized
- Highly Motivated
- Skilled in customer service
- Skilled in MS Excel, Access and Power-Point

3. **Professional Experience:** Beginning with you present or most recent paid or volunteer work experience, state the position you held, the name of the company you worked with, the city and state you worked in, and the dates in which you worked there. Your work/volunteer

history can be arranged in chronological order or by skills and functions.

4. **Education:** Indicate the school's name, the city, and state address, the date intended to graduate and your GPA only if it will benefit you. Education includes any apprenticeship training, on the job training, special workshops, seminars, military training, self-study, high school, vocational school and college (i.e. Running Start).
5. **Relevant Course Work:** Immediately under each school, list a few of the courses you took which would interest an employer or help you in the job. Choose to list courses that relate to the job that you are seeking (i.e. If you are applying to work at Red Robin, you can state that you have taken Chef School or Marketing).
6. **Activities:** List any activities you feel would help describe your qualifications (personal and professional) for this job. (i.e. Sports, Boy Scouts, Clubs, Dance lessons, Skiing, Horseback Riding, etc.) Remember to always include the dates that you participated.

Example:

ACTIVITIES

2000-present	Girls Varsity Softball
2000-2001	Chess Club
1995-present	Ski School with Edmonds Ski School

7. **Recognition/Personal:** This is an optional section. List any recognition (awards, honors) that you have received that would help to describe your qualification for this job.

Example:

AWARDS

2000	National Merit Scholar
2002	Girls Softball Most Improved

John Doe

1111 22nd Avenue SW
Edmonds WA 98026
(111)-222-3333
johndoe@hotmail.com

OBJECTIVE To obtain a position as a Pro Shop Assistant at Echo Falls Country Club

EDUCATION

Edmonds-Woodway High School Edmonds, WA 2001 – present
GPA: 3.72 Expected Graduation: 6/05

RELEVANT COURSEWORK

Marketing, Calculus, 2nd Year Spanish, Weight Training

SKILLS/QUALIFICATIONS

- Strong customer service skills
- Highly dedicated
- Ability to multitask
- Well organized
- Enjoy working as a team and independently

EXPERIENCE

Volunteer Stevens Hospital Edmonds, WA 8/02 – present
Conduct hospital tours and deliver flowers. Use safe wheelchair practices on patients.

Golf Caddy Bridge Water Golf Course Craig, Colorado Summer 2002
Assisted professional golfers and repaired and maintained golf clubs.

Pro Shop Assistant New Meadow Country Club New Meadows, Idaho Summer 2001
Assisted customer with purchasing of golf apparel and scheduled tee times for golfers.

ACTIVITIES

Honor Society Member 2003 - present
Golf Team 2002 - present
Symphonic Orchestra 2002 - present

ACHIEVEMENTS

Outstanding Achievement- International Baccalaureate History 2002

