

BASIC SKILL

Resume Writing

RATIONALE

This is part I of a two-week segment. Part II comes next week when the students go through mock job interviews. While students do not have a lot to put on a resume at this age, it is still good practice.

EXERCISE

The students should spend a day or two in the computer lab, researching and developing their own resume. There are many different formats to use for a resume. To review some of these formats, here is an internet resource:

jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm

MAKE IT PERFECT

Regardless of the format, there is no room for errors in a resume. Sometimes hundreds of people apply for one job. Of those hundreds of applicants, approximately three will receive an interview. Resumes are used to quickly weed out applicants. Here is a list of steps you can take to make sure your resume does not end up in the trash can.

- Make sure your resume is free of typos, misspelled words and grammatical errors.
- Put your resume on heavier weighted paper or stationary. A nice touch is to use a matching business envelope and paper. Do not use fluorescent or bright colors.

- Make sure you use a good printer that makes the resume look clean and crisp.
- Use 12 or 14 point font and make the margins 1/2 to 1 inch.
- Use bullets and headings to make your resume reader-friendly.
- In the digital age, it is important to use a standard software program like Word, as it is common to email a resume to the company.

GENERAL HEADINGS TO USE ON A RESUME

- **Contact Information** – This part of the resume should be bolded and centered. If you have a weird email address, open up a more conservative account for the purpose of finding a job.
- **Objective** – This should be a concise (one to two sentences) statement of your immediate objective for the resume.
- **Educational Experience** – List academic honors, GPA (if above a 2.0), focus of study, major, etc.
- **Work Experience** – In reverse chronological order, list jobs and job responsibilities. If you have no work experience, list chores, baby sitting, or skills that would qualify you for the job.
- **Computer Skills** – List the computer programs in which you are competent.
- **Activities** – List past and present organizations, athletics or community service projects you have performed.
- **Achievements & Honors**