

Resume writing

A resume is a document for employers that highlights your education, job skills, and achievements. The first thing on your resume should be your name, address, phone number and email address. This tells them who you are and how to contact you. A starter resume should be one to two pages, as you gain more experience it will get longer. It should be written in 12 point, Times New Roman font, and printed on plain white paper in black ink.

The first thing listed is your objective. This part of the resume is optional and is a one to two line statement that tells the person reading the resume your goal for obtaining a job.

The next thing listed should be your education. This includes the name of the school, the dates you attended (month/year) the degree or certification who received and the major if applicable.

The next section will be your employment experience. If you have not held a job before you can use any volunteer experience you may have. If you have experience babysitting this can be listed. Experience doing housework or helping someone in a home office for example can be used and titled "assistant" or "personal assistant". After the job title, location and employment dates you should list some of the activities that were performed as a part of the job.

Last you should include any organization you belong to with membership dates, any awards you received with the dates you received them and any references you may have. A reference is someone that can attest to your character or work ethic such as a teacher, co worker, or dependable friend.

Dos and Don'ts of resume writing

Do- make complete and proper sentences. Don't use broken English.

Do- use spell check and proof read your resume. Use spell check for misspelled words but also proof read to make sure that your wording makes sense. Spell check will not catch all grammatical errors for example using "if" instead of "of".

Don't use a personal email address with vulgar or other unprofessional words, for example "babygirl369@yahoo.com". Instead a resume should have a professional email address for example "janedoe@aol.com" or "jdoe@aol.com"

Don't lie on your resume. List only actual accomplishments. If you attended school only part time and did not receive your degree put the time you attend but do not put that you earned the degree. If you did not work at a certain job do not say that you did.

Do- use references that will give you a good recommendation. If you failed a certain class because you never did the work and talked in class all day do not use this teacher as a reference.

Sample Starter Resume 1

Jane Doe

1515 Sunny Drive #62
Hometown, KS 66202
janedoe@dbplanet.com
(704) 555-1212

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.
Graduation date: May 2005.
G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2004 - present.** Features editor of campus newspaper.
- **Aug 2001 - Aug 2004.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- **2004 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- **President of high school chapter of Future Communicators of America (FCA), 2004 - present**
Member, 2003 - present.
- **Treasurer of National Honor Society, 2004 - present**

Sample Starter Resume 2

Cole Peters
111 The Lane
Sacramento
California/United States
94212
(916) 111-1111 (Home)
(916) 999-9999 (Work)
Email: colepeters45@yahoo.com

Objective:

I am graduating from Phillips High School next month and was excited to see your job opening at XYZ Bank. I've worked in the local convenience store for the past two years and enjoy helping customers and assisting my team deliver a good service. It's a fast moving environment when accuracy and honesty are important and where customers come first.

Because of my experience and aptitude I believe I am an ideal candidate for the customer advisor role at XYZ Bank. I'm keen to learn about banking and am a very thorough and hard working individual. I believe I would make a great addition to your team and look forward to an interview with you.

Relevant Skills:

Using cash registers
Cash handling experience, including balancing
Customer Service experience, including dealing with complaints

Relevant Qualifications:

High School Diploma will be awarded in June 2008
'Customer Service Champion' Award

Work Experience:

Customer Service Assistant May 2006 to Present
John's Convenience Store

My responsibilities include:

Serving customers on a shift basis
Managing my own till including daily balancing
Taking customer phone calls
Dealing with returns and complaints

Taking delivery of stock
Filling out orders for new stock
Stocking shelves
Cleaning and general maintenance

Achievements:

My achievements include:

Maintaining a 4.0 GPA through all four years of high school
Leading the after school science program for two years
100% school attendance award two years in a row
'Customer Service Champion' Award 2007 at work

Interests:

After school science program
Baseball
Football

References:

Professional:

Mr J. Simmonds
Principal
Sacramento High School
3262 Candy Lane
Sacramento
California
94698
Tel: (916) 222-2222

Personal:

Mrs Sally Hedges
999 Sandy Beach
Sacramento
California
94244
Tel: (916) 333-3333

[Letter to Reader Example]

June 1, 2008

Welcome!

My name is Sally Student and I am a senior at Decatur High School. This portfolio is a representation of my academic progress at Decatur over the last four years. I've included a list of my achievements, a resume and letters of recommendation, my WASL scores, and high school transcripts in my portfolio. I've also included a summary of my plans for after high school and a few of my favorite projects from my years at Decatur.

While I was at Decatur, I enjoyed Drama and English classes and sang in the school's Concert Choir. I also took two years of Spanish through my school's foreign language program. Outside of academics, I played tennis for Decatur and my tennis partner and I were number one doubles for Decatur my senior year. I began volunteering at the local elementary school as a math and reading tutor in my junior year and have since developed a love for working with and teaching elementary school students.

This summer I am traveling with my church to Mexico to help build houses for needy families. I think this experience will help me improve my Spanish speaking ability and allow me to interact with people of a different cultural background. I am looking forward to this opportunity to give back and improve the lives of others.

After I graduate from Decatur, I plan to pursue my love for teaching at Western Washington University in Bellingham where I hope to major in elementary education. I believe that I would make a good teacher because I work well with others and have a knack for inspiring younger children to succeed. I also want to minor in Spanish. This minor and my experience in Mexico will be useful in the classroom. Eventually I would like to be a third grade teacher and help educate future generations of students.

The pieces in the portfolio reflect my past achievements and relevant skills. I'm sure the work I have done at Decatur will help me achieve my goals for the future.

Enjoy!

Sally Student
Senior, Class of 2008