**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_**

**CREATING A RÉSUMÉ OF “HIRE” QUALITY**

**What IS a Resume?**

* A résumé is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tool for presenting yourself to a potential employer.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get a company interested in meeting you
* A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, not an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* It is a written inventory of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Be well organized and concise.
* An accurate representation of you. Never \_\_\_\_\_\_ on your \_\_\_\_\_\_\_\_\_\_\_.

**Why is the format & presentation important?**

* Employers generally do not \_\_\_\_\_\_\_ resumes (at least at first).
* Your resume will be in a stack of 40-hundreds-thousands of others!
* \_\_\_\_\_\_\_\_\_\_\_\_ IS IMPORTANT!
* \_\_\_\_\_\_ need to stand out!

**Presentation/Layout**

* In one simple glance, the person reading your resume should catch:
	+ What you have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ What it is you do
	+ Your \_\_\_\_\_\_\_\_\_ / abilities / \_\_\_\_\_\_\_\_\_\_\_\_\_
* Present these in a way that captures the reader’s attention!
* NO \_\_\_\_\_\_\_\_\_\_ - Proofread, Proofread, Proofread!
* Always use the “\_\_\_\_\_\_\_\_” key, do not use the “\_\_\_\_\_\_\_\_\_\_\_ bar” to line things
	+ The reason is that character sizes are not universal (I≠W)
* Do not abbreviate (except the state – NE)
* Spell out “\_\_\_\_\_\_\_\_\_\_\_\_\_”

**Sections of a Resume**

* \_\_\_\_\_\_\_\_\_\_\_\_
* Objective
* \_\_\_\_\_\_\_\_\_\_\_\_
* Work Experience
* Volunteer Experience / Community Involvement
* \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_
* Strengths / Skills

**Sections of a Resume: Heading**

* Things to include
	+ Real \_\_\_\_\_\_\_\_\_\_
	+ Permanent Address
		- No Abbreviations
	+ Permanent \_\_\_\_\_\_\_\_\_\_\_
	+ An acceptable email address
		- bsmith@yahoo.com -- \_\_\_\_\_\_\_\_\_\_
		- midnightmama@hotmail.com -- \_\_\_\_\_\_\_\_\_\_\_
* This heading will be used for every page of your resume.

**Sections of a Resume: Objective**

* Your \_\_\_\_\_\_\_\_\_\_ objective
* Your career \_\_\_\_\_\_\_\_\_\_
* Helps \_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand your intended career path
* Do I need an objective?
	+ YES – if you do \_\_\_\_\_\_ attach a cover letter
	+ NO – if you \_\_\_\_ attach a cover letter, although still \_\_\_\_ to do so
* Objective Examples:
	+ List at least one example provided:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sections of a Resume: Education**

* \_\_\_\_\_\_\_\_\_ chronological order (start with current level of education)
* Include:
	+ Name of \_\_\_\_\_\_\_\_\_\_\_\_\_
	+ City it is located
	+ Anticipated graduation \_\_\_\_\_\_\_\_\_\_ - don’t need \_\_\_\_\_\_\_\_\_\_ date
		- Anticipated graduation – June 2011
	+ Tell what your \_\_\_\_\_\_\_\_\_\_ would be in (when doing your resume in college)
	+ List GPA
		- If it is less than \_\_\_\_\_\_, do NOT list it!
	+ Class rank, if known

**Sections of a Resume: Work Experience**

* \_\_\_\_\_\_\_\_\_\_\_\_\_ chronological order (start with most recent –current- job)
* List the following information:
	+ Can start with \_\_\_\_\_\_\_\_\_ of business OR the Job \_\_\_\_\_\_\_\_\_\_
		- Hugh’s High End Homes OR Finish Carpenter
	+ \_\_\_\_\_\_\_\_\_\_\_ located in
		- Lincoln, NE
	+ \_\_\_\_\_\_\_\_\_\_ did you work
		- August 2008 – present
	+ List your title
		- Business Education Teacher (Grades 9-12)
	+ Explain what you do (be honest, but sell yourself)
		- Responsibilities of job; skills gained
	+ Start with \_\_\_\_\_\_\_\_\_\_\_\_ verb
* Do \_\_\_\_\_\_\_\_ list your beginning/ending salary

**Sections of a Resume: Volunteer Experience / Community Involvement**

* Community Service Activities
* \_\_\_\_\_\_\_\_\_\_\_\_\_ Service
* Food drives
* \_\_\_\_\_\_\_\_\_\_\_\_\_

**Sections of a Resume: Activities & Honors**

* People want to see there is \_\_\_\_\_\_\_\_\_\_\_\_\_ to you than just \_\_\_\_\_\_\_\_ thing!
* Possible honors and activities could be:
	+ Athletics
	+ Organizations / \_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_ roles
	+ Scholarship awards
	+ Honor Roll, Academic All-State, etc.
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Committees
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendance
	+ \*\*Anything \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that can separate you from your neighbor!
* Be sure to list in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chronological order and include \_\_\_\_\_\_\_\_ of participation (most recent/current first)
* Include those activities that show a sincere interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, helping others or developing a \_\_\_\_\_\_\_\_\_\_\_\_\_\_!
* Examples:
	+ List at least two examples provided:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sections of a Resume: Skills / Strengths**

* Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List KEY skills, such as:
	+ Leadership
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Communication
	+ Interpersonal relationships / Teamwork
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List anything that is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CREDIBLE, and can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (references)
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORDS to start your points & maximize impact
	+ Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tense
		- If it is your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ job, they need to be \_\_\_\_\_\_\_\_\_\_\_\_ tense
		- If it is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job, then use \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tense
* Which is more specific and lets the reader know what you can do? (circle)
	+ Completed Computer Applications

OR

* + Created a product campaign for Marketing class using Microsoft PowerPoint
* Transferable Work Skills (list at least 2 examples of each)
	+ Communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Critical Thinking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Self-management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Interpersonal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Words / Phrases**

* Keep it Simple Stupid (\_\_\_\_\_\_\_\_\_\_\_)!
* Use short, phrased bullet points
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_ words to start each bullet
	+ Responsible for….
	+ \_\_\_\_\_\_\_\_\_\_ …
	+ Led…
	+ Managed…
	+ Sold…
	+ \_\_\_\_\_\_\_\_\_\_ …
* Examples:
	+ List at least one example provided:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Technical!**

* Omit GPA if not \_\_\_\_\_\_\_ or better
* Keep it to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and never use a \_\_\_\_\_\_\_\_\_\_\_ page
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_ to quantify and verify facts
* Do not use \_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_\_ - it’s already all about YOU!
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list most recent education first!
* Always use “References available \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_”‖and have reference page with you
* Have letters of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in portfolio
* Do not use \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ or watermarks.
* Have same \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and stationary for everything (cover letter, resume, and references) – make sure they match!
* Use specific examples when you demonstrated “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
* Format data in \_\_\_\_\_\_ columns if needed
* Use \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to increase the appeal/appearance
* Begin experience descriptions with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ verbs
* Use appropriate \_\_\_\_\_\_\_\_\_\_\_\_ address
* ABSOLUTELY \_\_\_\_\_\_\_ ERRORS! Do necessary editing and use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!
	+ Make sure \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are correct

**Resume Writing Tips**

* Always use the \_\_\_\_\_\_\_\_\_\_\_\_\_ key instead of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar to line up information
* \_\_\_\_\_\_\_\_\_\_\_ carefully – check and DOUBLE-CHECK your work for spelling, punctuation, and capitalization errors
* Your resume will be evaluated by YOU, a PEER, and an ADULT after your first draft.
* Peer and adult must proof and SIGN the Resume sheet “I have proofread this” and their signature.
* TEACHER only proofs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_! Points deducted after that!
* Abbreviate state only (NE). Do not abbreviate Street, Avenue, etc.
* After you have had your resume proofed by PEER and ADULT, make necessary changes.
* AFTER PROOFS are done, submit final Resume to Google Classroom to be printed
* Write it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Make it \_\_\_\_\_\_\_\_\_\_\_ free
* Looks matter
* Be brief
* Be \_\_\_\_\_\_\_\_\_\_\_\_
* Be positive
* Be specific
* Use action words and short sentences
* Choose words \_\_\_\_\_\_\_\_\_\_\_\_\_
* Update often
* SAVE often

**Action Verbs**

* List at least 10 Action Verbs you could use to describe you, your skills, experiences from the list:
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.