**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](mailto:bsmith@yahoo.com) -- \_\_\_\_\_\_\_\_\_\_
    - [midnightmama@hotmail.com](mailto: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: