



## HOW TO MAKE A RESUME

### What is a Resume?

Your resume tells a reader who you are, what you have done, what you have learned and why you should be chosen instead of other applicants! A resume can be useful for applying for college, scholarships, jobs, and obtaining letters of recommendations.

Design the resume for the position to which you are applying. For example, for a college scholarship you would stress your academic and extracurricular achievements while for a job you might stress your job related skills. You want to put the elements in an order that stresses your most important achievements/experiences.

### What is IN a RESUME?

**Personal Information** Your name, address, and telephone number is at the top of the page. Avoid abbreviations and nicknames. Use the same name used on your employment applications.

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**Objective** This is a brief statement, one sentence long, about the type of work you desire. If the resume is for a college application or scholarship, you could list a future career/educational objective.

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**Education** List in order the high schools you have attended, beginning with your present or most recent school. List expected graduation year. Include the names of four of your favorite classes related to your job objective. Include your grade point average only if it is 3.0 or higher.

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**Skills and Abilities** List four skills and abilities followed by one or two “proofs.” Try to relate to job objective.

**Example**

Selling:

- Sold over \$879 in advertising space for the senior high school yearbook.
- Sold my fully restored 1957 Chevrolet and earned a \$1200 profit.

Calculating:

- Booked ticket orders for senior prom, took payments, settled accounts.
- Use advanced math when tuning an automobile and calibrating the engine.

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**Work Experience** You may include both **paid and volunteer experiences**. In listing jobs held, start with the most current employer. Give dates, company, address, phone number, supervisor (first and last name), and duties or job title. It is good to indicate if the experience was a volunteer position.

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**Interests and Activities** Briefly list school and community activities, accomplishments, awards, honors, and athletics that show a well rounded personality, demonstrate a social awareness and are related to your resume objective. List major outside of school interests and hobbies. Try to relate to job objective.

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**References** List at least three references (name, address, phone number) on your resume. If you don't have room at the bottom of the resume place them on a second page with the title REFERENCES

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