

## Writing Your Resume

The resume is a key piece to a successful job search. It should clearly describe who you are, your skills and abilities, educational and extra-curricular background and work experience. The more concise and neatly written your resume is the better chance of you being asked in for an interview. The resume has three major purposes:

1. To help you get a personal interview;
2. To provide the employer with information during the interview;
3. To remind the employer of you after the interview.

## Steps to Writing Your Resume

Examples follow for your use as a resource.

1. Your personal information; name, address, phone number and e-mail address if you have one. Make it clear and centered at the top of the page.
2. Your job objective; the work you want to do. Be specific.
3. Special skills – identify those skills that would be important to the job objective.
4. Your educations – list the high school you are attending, the city and state and note what grade you have completed. List courses you have completed that might be useful for the job you are applying for.
5. Your work experiences – include both paid and volunteer work. Use reverse chronological order. Start with your current or most recent job and work backwards to your first job. Use action verbs to describe your work like “Managed the shop; Assisted in the development of.....”
6. Extracurricular Activities – write those special activities that you participated in or are currently involved in either at school or in the community. Indicate name of organization and dates.
7. Awards & Achievements– Recognition or awards you have received.
8. References – “Available Upon Request” Talk to those people who know your work and ask them if they will be a reference for you. Then on a separate sheet make a reference list. Include the person’s name, address, phone number and how they know you.

## Tips for a Great Resume

- A resume is a summary of your abilities, education and work experience. It introduces who you are and what you have to offer the employer. A resume gives you an opportunity to present yourself in the best possible way. Therefore, it is important:
- It is typed neatly and printed on a high quality paper. Save it on a computer disk so you can make changes when necessary.
- It is only one page long.
- Use action verbs to showcase your skills and accomplishments.

- Margins are even and there is appropriate spacing between sections.
- It looks professional.
- There are NO misspellings or grammatical errors. Always have someone else check it over for you.
- All information is up-to-date and correct.

## Writing Job Objectives

There are two reasons for including an objective on your resume:

1. To show that there is a match between the kind of work you are seeking and the position being offered.
2. To clearly state your job target for the employer who needs assurance that you have clear goals. Potential employers may be hesitant to take a risk on a candidate who is unsure of his or her career direction.

The ideal resume and objective are tailored to a specific position and employer. The savvy job seeker modifies a resume to emphasize different skills and experience for different opportunities. The myth that one resume will do for all positions is just that, a myth. Remember you can change your job objective to more closely align with the position for which you are applying. Remember, the job objective is in the top third of your resume and will be carefully read by the employer so be specific and concise.

## Sample Job Objectives

- A responsible position in retail sales.
- Seeking a position as a hostess and food server using customer service and cashiering skills.
- Seeking an entry level Office Assistant position, offering excellent computer skills.
- Seeking an internship position as a Health Aide helping other medical personnel assist patients and provide quality health care.
- Obtain a challenging, entry-level position in Broadcast Journalism, with a special interest in reporting, anchoring, and producing with a commercial television station.
- A web design position, using background in graphic arts and desktop publishing.
- Management Trainee, eventually qualifying for a position in sales management based upon performance and strong communication skills.
- An entry position in the media utilizing highly developed written and oral communication skills.
- Seeking a position as a preschool aide in a childcare facility.

## **Suggested Statements for Special Skills, Strengths and Abilities**

- Excellent oral and written communication skills
- Outstanding leadership skills
- Detail oriented and well organized
- Get along well with others
- Experience working with children
- Quick learner, eager to learn and follow direction
- Excellent ability to solve problems creatively
- Ability to work well under pressure
- Enthusiastic team member
- Good time management skills
- Strong mechanical ability
- Strong listening skills

## **Examples of Volunteer Job Experience**

- Blood Drive Worker
- Candy Striper
- Church School Aide
- Fund Raising Worker
- Library Aide
- Nursing Home Assistant
- Recycle Helper
- Telethon Helper
- Voter Registrar
- Youth Group Leader
- Camp Counselor
- Choir Leader
- Coach
- Junior Achiever
- Life Guard
- Recreational Aide
- Teacher's Aide
- Time keeper
- Wildlife Rescuer
- 

## **Possible Extracurricular Activities**

- Girl or Boy Scouts
- High School Sports
- Church Choir / Church Group
- School Clubs
- School Honor Societies
- Mock Trial
- Speech and debate team
- Yearbook
- Community Sports
- Regional Occupation Program Courses

# Resume Template

Use the following template to plan your resume. See the sample resumes for assistance.

**Name**

**Address**

**Phone #**

**E-Mail**

**OBJECTIVE:** \_\_\_\_\_

**SPECIAL SKILLS:**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

School \_\_\_\_\_

Courses \_\_\_\_\_

**WORK EXPERIENCE:**

Where \_\_\_\_\_ When \_\_\_\_\_

What you do/did. Use action verbs \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES:**

• \_\_\_\_\_ When \_\_\_\_\_

• \_\_\_\_\_ When \_\_\_\_\_

**AWARDS AND RECOGNITIONS**

• \_\_\_\_\_

• \_\_\_\_\_

# Sample Resume

## SHERRI SHORT

234 Westside Ave.  
Aptos, CA 95003  
(831) 626-1111  
Sshort@yahoo.com

### OBJECTIVE

An assistant manager position in a retail clothing store.

### SKILLS & ABILITIES

- Excellent in sales and customer service with proven customer service skills
- Experience in opening and closing a store
- Creative with displays
- Enthusiastic team leader who thrives in teamwork situations

### EDUCATION

Watsonville High School Class of 2007

- GPA 3.2
- Retail Merchandising – Regional Occupational Program; participant in school fashion show; Certificate of Completion
- Economics of Marketing – Regional Occupational Program; Certificate of Completion

### WORK EXPERIENCE

**Sales Associate**, The Gap, Capitola, CA 1/06 – present

- Assist customers in selecting merchandise
- Open and close store
- Create displays to promote higher sales of merchandise

**Waitress**, Chili's, Capitola, CA 5/05 – 12/06

- Served customers
- Cashiered to assist in shift changes
- Worked as part of a team to deliver excellent service

### HONORS & AWARDS

Employee of the Month, The Gap May 2006  
Recipient of Rotary Club Service Award December 2007

### EXTRACURRICULAR ACTIVITIES

Volunteer at Dominican Community Hospital Spring 2006  
Competed in school debate team Winter 2006  
High School volleyball player 2006 - 2007

References Available Upon Request

# Sample Resume

## David French

1242 Leaf Ct  
Scotts Valley, CA 95066  
(831) 553-3232  
davidfre@yahoo.com

## OBJECTIVE

Seeking an internship in video production.

## SPECIAL SKILLS

- Over 150 hours of camera and equipment use
- Excellent computer graphic techniques
- Proficient in Adobe, Go-Live, Flash Animation, and Photoshop
- Work well as part of a team or independently
- Flexible and able to work under tight time constraints

## EDUCATION

- San Lorenzo Valley High School, Felton, CA Class of 2007  
Video Productions – Regional Occupational Program; Certificate of Completion  
Web Design – Regional Occupational Program; Certificate of Completion  
Computer Graphics – Regional Occupational Program; Certificate of Completion

## VOLUNTEER VIDEO EXPERIENCE

- Cameraperson for SLVHS Video Yearbook Fall 2007
- Video weekly high school sports events
- Fundraiser for Friday Night Live, television program Fall 2006
- Produced informational video for local non-profit group Spring 2007
- Video school drama productions

## AWARDS & ACHIEVEMENTS

- Santa Cruz County Cable Television, Spring 2007  
Community Service Award for videotaping local events
- First Place Winner in ROP Portfolio Contest in Web Design Spring 2007
- Recognized for outstanding student performance in the arts

References Available Upon Request