

# *The Resume*

Employers will answer differently when asked what they think is a good resume. Most of them will agree on these points:

- The resume should give a single goal.
- The resume should be brief and to the point, no more than one page in length. Brief and clear sentences are the best.
- The resume is a list of your schooling, work experience, and skills. List in the following order:
  - Objective or Career Goal
  - Education
  - Related Work Experience (if applicable)
  - General Work Experience
  - Skills
  - Awards and Activities
  - References
- The resume should be aimed at one job or employer. If you have many job skills, write a new resume for each type of job.
- The resume should be typed and neat.

A resume is not a life story or an application. It is a way of showing your skills, a way of getting an opportunity to talk to someone about a job opening.

In advertising your skills, keep in mind that the resume is telling about you. It shows how you think, communicate, and plan. Leave out age, height, weight, marital status, religion, citizenship, etc.

Here are some hints to help you get started.

- Write down what you want the employer to know about you.
- Choose what is most important.
- List work experience in reverse chronological order (most recent job first).
- Organize it so it makes sense.
- Stick to facts.
- Use plain English with correct spelling.
- Leave space enough for employers to make notes.
- List duties for each job you've had. Use verbs to describe your duties (i.e., **maintained** office files, **operated** lathe saw, **supervised** employees, etc.).

Note: The resume is the first step in getting a job (or in your case a job shadow). It is a "door opener." The actual selling of yourself comes at the job interview. During the interview employers can satisfy their questions about your personality. They will decide whether you will fit in with the company.

Your resume should contain the following:

- **Objective or Career Goal:** This should be simply stated and specifically related to the job for which you are applying. In your case, you would indicate that you wish to obtain a **job shadow** or **school-to-work experience**.
- **Education:** Be sure to include relevant courses you have taken in high school (especially if they may be related to the job for which you are applying).
- **Work Experience:** You may want to break this down into **work experience** and **related experience**. Be sure to emphasize skills learned that could be transferred to the job for which you are applying. Your work experience should be listed in reverse chronological order.
- **References:** Do not put “available upon request.” You should only put that if you are a professional. Make sure to include two or three references with name, title, company, address, and telephone number.

In addition, you may want to include the following:

- **Skills:** These may include special skills you have acquired either in the workplace or at school.
- **Activities:** Include sports, clubs, organizations, and any other activities in which you participate in or outside of school.

I have provided sample resumes for you to refer to and use as possible frameworks for your own resume. Please be sure to look at the layout of these resumes. These are good examples because they are “user friendly” to employers. Headings are typically in **bold** and titles of jobs are *italicized*. This makes it easier for employers to target what they are looking for. The structure of your resume is also important. Use your tab key instead of the space bar to align sections. Make sure you leave an equal number of spaces between each section. Remember, your resume represents YOU...and you want to put your best foot forward when developing your resume.

If you wish to develop your resume in draft form first, use the resume worksheet provided.

# Resume Worksheet

Directions: Use this worksheet as a rough draft for your resume. Complete each section marked "required," and complete the optional sections if you have information to input.

required (Name)	_____
required (Address)	_____
required (City, State, Zip)	_____
required (Phone)	_____
optional (Email)	_____

**Objective:**  
required \_\_\_\_\_

**Education:**  
required \_\_\_\_\_  
\_\_\_\_\_

**Work Experience:**  
required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills:**  
optional \_\_\_\_\_  
\_\_\_\_\_

**Awards and Activities:**  
optional \_\_\_\_\_  
\_\_\_\_\_

**References:**  
required \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____