

Resume Writing

An opportunity to present yourself positively!



A resume (*pronounced rezz-oo-may*) is a summary of facts about you. However, your resume is more than just a brief history of your education and work experience. It also serves to highlight your accomplishments.

A well-written resume can be your best friend; a poorly written one, your worst enemy. Employers, college admissions directors and scholarship selection committees seek to determine from your resume the strengths you have to offer that other candidates do not. A top priority, therefore, is to make your resume the best it can possibly be.

LENGTH

Most resumes are one page long.

EMPHASIZE THE POSITIVE

Focus on what makes you look good. If your grades were high, mention them; if not, do not refer to them but emphasize extracurricular activities or other strong points. NEVER include misleading or false information.

Determine which section is your strongest and put that higher on the page. If your purpose is to be employed, then the work skills and history are the most important. Depending on the job, there may be no need for the sections on extra-curricular or honors unless you are trying to present yourself as a hard-working, well rounded person.

LANGUAGE AND TYPING

Use words and phrases you are familiar with and type your resume accurately. Be sure spelling and grammar are correct. Many applicants are passed over because of misspelled words or grammatical errors.

WHAT TO INCLUDE

Your name, address and phone number are written at the top of the page. You may include an email address, if the address is in good taste. The body of the resume is categorized under several headings – see sample on this page. In the Work History section, list your most recent job 1st, then go backwards in time. Itemize some of the tasks you did within the job

NOTE: You may adapt the sample resume to suit your individual needs. Use your own writing style. Be creative!

QUESTIONS TO ASK YOURSELF

- Is my resume complete, yet concise?
- Does the resume emphasize my strengths and show the reader that I am a productive person?
- Does the resume look professional - neat with correct spelling and grammar?
- Does the resume show my significant accomplishments and strengths?
- Does it reflect my personality?

FINAL STEPS

- Proofread carefully
- Make clear copies
- Do not include a photograph
- For a job, include references on a separate sheet.

Jane Doe
2525 Mockingbird Lane
Kenosha, WI 53144
262-652-0000 ■ janedoe555@aol.com

EDUCATION

Mary D Bradford High School, Kenosha, WI
Projected Graduation Date: June 2005
Class Rank: 10/500
Grade Point Average: 3.98 on 4.0 scale

HONORS AND AWARDS

Honor Roll (2002, 2003, 2004)
1st Place, Clarinet Solo, State Competition
All Conference Player, Basketball (2003)
Employee of the Month, *Roy's Coffee Inc.* (April 2004)

EXTRA-CURRICULAR ACTIVITIES

Cross Country Team (2003, 2004)
Student Council (2002, 2003, 2004)
Volunteer at Shalom Center for the Homeless (2004)
Girl Scout Leader (Summer Camp, 2003)

SKILLS

Proficient in Microsoft Word and Microsoft Excel
Typing: 50 words per minute

WORK HISTORY

Waiter – *Roy's Coffee, Inc., Coffee Shop, Kenosha, WI* (2004)

- Promoted from hostess to server in two weeks
- Employee of the Month (*after 3 weeks of employment*)

Cashier – *Warner's Gifts, Racine, WI* (2003)

- Balanced daily receipts
- Closed store
- Prepared and made bank deposits

Resume Writing Worksheet

Use this handout to help you begin the resume writing process.

Education

(name of High School and projected graduation date. If grades are good, list your grade point average, and class rank)

Honors and Awards

(school and community)

Extra-Curricular Activities

(name of activity, dates involved, and indicate if you were an officer)

Skills

Work History

Position:

Name of Employer:

City/State:

Dates of Employment:

Duties:

Position:

Name of Employer:

City/State:

Dates of Employment:

Duties:

Position:

Name of Employer:

City/State:

Dates of Employment:

Duties:
