

# RESUME GUIDE

Your full name: \_\_\_\_\_

Your street address, city, state, and zip: \_\_\_\_\_

Your area code and phone number: \_\_\_\_\_

Objective: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Positive Personal Traits: \_\_\_\_\_

\_\_\_\_\_

Work History: \_\_\_\_\_

\_\_\_\_\_

Honors and Awards: \_\_\_\_\_

Clubs and Organizations: \_\_\_\_\_

Hobbies: \_\_\_\_\_

## RESUME GUIDE EXPLANATION

Name, Address, Phone Number: It is essential that your future employer be able to reach you should you be considered for an interview or questions.

Objective: Your objective should explain the kind of work that you want to do.

Qualifications: You should use strong action words to describe your background, strengths, and skills. You need to let the employer know that you are a strong candidate for the position that you are seeking. You should highlight your key accomplishments and achievements that you think are beneficial to the job for which you are applying.

Education: At this point you have not completed high school. You must state the grades that you have completed, but you should also state what you have in mind for future learning. Do you plan on getting training? Do you plan on going to college? Do you plan on being in a mentoring situation for on the job training?

Skills: You start with the skills that you need for the job and give an example of how they will help you perform the job. For instance, if you have a computer at home and have learned to use it well, you would state that you are computer literate. Or, if you have worked with your father in the summer as a plumber's assistant, you would state that you have already had mentoring and hands-on experiences.

Positive Personal Traits: Today it is very important that you have the ability to work with others. If you have had experiences in school planning or working in groups, this is a positive personal trait. Maybe you are very outgoing and like to be with people or shy and prefer to work in a more individual situation. What you are contributes to the job that you want.

Honors, Awards, Organizations, and Hobbies: Everything that you have done or are doing tells the kind of person you are and gives the employer an icebreaker when starting the interview process.