

RESUME

Your resume plays a central role in launching your career. It is your personal marketing piece. You are the product and the employer is your potential customer. You have a lot of competition out there, so it is imperative your resume stands out, is professional, and adequately summarizes your skills, abilities, and achievements.

The Basic Ingredients *(these items must go in your resume)*

1. Contact Info: Name, Phone #, e-mail address, (website, social media– optional)
2. Job/College Objective (a short statement that includes your professional goals. This can include what college you want to go to, or position you are seeking and the type of organization you would like to work for.

OR

Personal/Professional profile ((a personal statement that summarizes your experiences and accomplishments)

3. Education (school, course work, honors, GPA, class rank)
4. Employment History (most relevant first)
If you have not worked create a job that is age appropriate, do this just so you have experience writing it in a resume. You will change it once you get real work experience.
 - a. dates (month/year)
 - b. job titles
 - c. company name, location
 - d. responsibilities (write three major duties)
 - e. areas of expertise (technology etc.)
5. Accomplishments
 - a. awards/certificates
 - b. personal affiliations
 - c. community service/volunteer work
 - d. languages (speak, write, understand)
6. Interests: Personal interests and activities (sports, clubs, organizations, programs)

Judgment calls: keep it to one page, portfolio and references available upon request.

No goes: *(the following should not be included in your resume)*

Titling your resume, your availability, reason for leaving, references, salary, abbreviations or jargon, charts, graphs, age, race, religion, sex, photographs (unless for modeling, acting), health, physical condition, early childhood, weaknesses, demands, exaggerations.

An absolute must: PERFECT SPELLING!!!! Good Grammar Use an easy to read font, 10-12 pt.

Layout suggestions:

If you are applying for an art position you can jazz up your resume with design and color!

If you are applying for a business type job, keep it simple, professional and tone down the colors.

Grading Criteria: 75pts

Criteria/Content: 35pts

Design/Layout: 25pts

Readability/spelling/punctuation/grammar: 15pts