

## Building a Resume

What is a **resume** and *why do I care?*

A resume is a document that summarizes your education, professional experience, volunteer work and even hobbies. Unlike a job application that you might fill out at Target or Safeway, a resume is a “living document” that you put together adding and subtracting experience as you gain experience.

NOTE: A resume is one tool that helps a work find employment. It does not get you the job, it gets you in the door so **you** can get the job!

Let's get some information:

### Your contact info:

|   |  |
|---|--|
| Your First and Last Name:   |  |
| Your address:   |  |
| Phone number:   |  |
| “Professional” email address:<br><a href="mailto:johnsmith@gmail.com">johnsmith@gmail.com</a> |  |

### Education\*

|  |  |
|--|--|
| Name of School   |  |
| City and State of school                                   |  |
| Month / Year you started                                   |  |
| Month / Year you'll graduate<br>(Assume you'll graduate!)  |  |
| Classes you enjoyed the most or<br>are most proud of:      |  |
| Sports, clubs, or extracurriculars<br>you participated in: |  |

\*If you have attended more than one high school or attended a community college class, you may have two entries for “**education**”.

**Experience** (experience includes all paid work like babysitting or Safeway, volunteer work, and community service)

Experience #1

|  |  |
|--|--|
| Name of organization / business:   |  |
| City and State of org / business   |  |
| Month / Year you started   |  |
| Month / Year you ended<br>(if you are still working there, say "present")        |  |
| What is / was your job title?<br>(Clerk, cashier, assistant, volunteer)          |  |
| In one or two sentences explain<br>your responsibilities and<br>accomplishments: |  |

Experience #2

|  |  |
|--|--|
| Name of organization / business:   |  |
| City and State of org / business   |  |
| Month / Year you started   |  |
| Month / Year you ended<br>(if you are still working there, say "present")        |  |
| What is / was your job title?<br>(Clerk, cashier, assistant, volunteer)          |  |
| In one or two sentences explain<br>your responsibilities and<br>accomplishments: |  |

Experience #3

|  |  |
|--|--|
| Name of organization / business:   |  |
| City and State of org / business   |  |
| Month / Year you started   |  |
| Month / Year you ended<br>(if you are still working there, say "present")  |  |
| What is / was your job title?<br>(Clerk, cashier, assistant, volunteer)    |  |
| In one or two sentences explain your responsibilities and accomplishments: |  |

**Skills, interests, hobbies**

|  |  |
|--|--|
| What other languages besides English do you know?<br>(NOTE: distinguish between fluent vs. conversational)   |  |
| What experience do you have in <b>communicating</b> with people you <b>do not</b> know?<br>(Speaking to customers, small groups, large groups, over the phone) |  |
| Do you know how to attach file in an email or to share a file?<br>Explain:   |  |
| Do you know how to use specialized tools, equipment or machinery?  |  |
| What awards, certificates, or honors have you earned?  |  |
| What are three hobbies, interests, or things you like to do in your spare time?  |  |

