**Creating a Resume**

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**\*Used with permission**

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**Pre-Resume Writing Information**

Prior to composing your resume, it will be helpful to identify your skills, talents, interests, and accomplishments. It will also be of assistance to compile information such as work experience, coursework, grade point average, class rank, club memberships/activities, etc.

Write the answers to the following questions on a separate sheet of paper. Refer to this information when you start composing your resume.

1. Good friends count on each other for lots of things. In what ways do your friends count on you?
2. What good qualities did you inherit from your family?
3. What creative things have you done that you feel good about?
4. Which subjects do you perform the best in at school?
5. Which subjects do you enjoy the most? Why do you like these courses?
6. What positive things do your teachers say about you?
7. Think about a personal problem or tragedy that you have encountered. How did you solve the problem or overcome the tragedy? What does this say about you?
8. What type of jobs do you think you would like to apply for?
9. Research the jobs that you think you might be interested in and list educational requirements and skills needed for the job.
10. List your skills and abilities – ie specific computer skills, foreign languages, ability to operate large equipment, etc.
11. List the clubs and organizations you have been a member of along with specific activities you participated in during your memberships.
12. List any past paid work experience with responsibilities.
13. List volunteer experience with responsibilities.
14. List any other school activity – ie office worker.
15. List all school awards and recognitions.
16. Contact potential references and obtain their permission and contact information.

Collect the following information.

1. Transcript
2. Grade Point Average
3. Class Rank
4. Letters of Recommendation

**RESUME FORMATS**

Each individual possesses a unique set of talents, skills, abilities, experience and training. Your resume should be unique to you and tailored to your particular strengths and experience.

There are many different resume styles, however a resume will fit one of three basic formats: Chronological, Functional and Combination. Choose the resume format that best matches your skills and qualifications.

Keep in mind, most human resource professionals scan a resume in about 5 - 15 seconds. If something stands out during this scan, the reader will then spend more time reviewing the resume for more detailed information. Therefore, you must ensure that your resume is easy to scan and the information highlighted is the most important information.

**Chronological Resume Format**

A chronological format emphasizes experience. The chronological format generally works well for those with significant experience , especially related to the targeted position. Ideally the work history will show progressive responsibility in a specific career direction. When work history is not significant and/or not directly related to the current employment objective, a combination format is likely the best approach.

**Functional Resume Format**

This format seeks to present qualifications that relate to the targeted position by focusing on skills and qualifications only. This is achieved by using functional headings that are strategically developed around one’s transferable skills. The functional resume is often used to hide unfavorable gaps in a candidate’s employment history. Therefore, it is often viewed with extreme caution by human resource professionals. In most cases, if you are considering a functional format, a combination format will be more effective.

**Combination Resume Format**

The combination format incorporates both the chronological and functional formats. In most cases, the combination format is the best choice for most job-seekers. It places greater emphasis on your overall skill set. The combination resume includes details of the work history, including responsibilities, dates, contributions and achievements.

**Resume Writing Tips**

Having a solid and effective resume can greatly improve your chances of being offered a job or scholarship. Therefore it is imperative that you take the necessary time to develop a resume that best presents yourself to future employers or scholarship judges. Listed below are several tips to follow when developing your resume.

* Include your name and contact information. The first thing on your resume should be your name. It should be bold and a slightly larger font than the rest of the text. Include your mailing address. If desired, include your email address as well. (Do not use work email.) If your resume includes a second page, your name and page number should appear at the top of the second page.
* Make sure your address and other contact information is accurate. Potential employers need accurate information in order to contact you. It is amazing how many people make typographical mistakes on phone numbers and address.
* Create a professional voice mail. Keep in mind, potential employers may call you when you are not available. Therefore, your telephone voice mail should be professional.
* Provide examples of skills and strengths. Try to connect real life and work experiences with your qualifications and use examples with each.
* Make sure to use keywords. Check the job description for a clue about what the employer might be looking for. Use the keywords related to the job for which you are applying.
* Use effective headings and titles. Because a potential employer will only take 5 – 15 seconds to scan a resume, it is important to use headings and titles that will grab the attention of the potential employer. Try to be as descriptive and to-the-point as possible.
* Use bullet points. No employer will have the time or patience to read long paragraphs of text. Use bullet points and short sentences to describe your experiences, educational background and objectives.
* Put the most important information first. This point is valid to the overall order of your resume, as well as to the individual sections. Most of the time, your experience will be the most important part of the resume, so put it towards the top. When listing your activities, list the most applicable first.
* Pay attention to typography. Make sure your font size is at least 11 points. A 12 point font is usually the standard size. Do not use too many capital letters, underlines, bolds or bullet points.
* Avoid negativity. Do not include information that might sound negative in the eyes of the employer. This is true for both your resume and interviews.
* Do not include pictures. Unless you are applying for a job where physical traits are very important (modeling, acting, etc.), you should avoid attaching your picture to the resume.
* Use numbers and specific examples. When you describe your achievements, it is a good idea to include specific examples. Instead of mentioning you helped raise money for a student organization, say that you were the top magazine seller, selling 75 magazine subscriptions.
* Target your resume and cover letter. Each resume and cover letter you send to potential employers should be targeted for that particular business and position.
* List experience even though it is not paid experience. If you have not had any paid work experience or jobs, include experience such as: babysitting, community service, volunteer projects, club activities, etc.
* State only the truth. While this seems obvious, it is amazing how many people lie on their resume. Even small lies must be avoided. Most employers do reference and background checks. Making false statements on a resume, application or cover letter will destroy your credibility and preclude you from employment.
* Limit your resume to one page – two if absolutely necessary. Most employers and human resource personnel say that a resume should contain one or two pages at maximum. As a high school student, a one-page resume should contain all the relevant information.
* Use action verbs. Begin your bullet points and descriptions with action verbs. Action verbs will get noticed more easily and will clearly communicate your experience and achievements. (See attachment for a list of action verbs.)
* Do not use pronouns. Your resume should not contain the pronouns “I” or “me”. This is your resume therefore using these pronouns is redundant.
* Print your resume using quality paper and printer. Your resume does not have to be printed by a professional printing company. If you have access to a good quality laser printer, you may print the resume yourself. Use quality paper, preferably white or ivory color.
* Update your resume regularly. It is a good idea to update your resume on a regular basis. Add all new information such as: courses, training, experience, academic qualifications, awards, etc. By doing so, you will less likely forget to add these things at a later date.
* Make the resume easy to scan and read. Don’t try to put too much text on the resume. A resume needs white space. White space between words, lines and paragraphs creates easier scanning and readability.
* Use a consistent format throughout the resume. If you underline your job title in one section, underline the job titles in other sections. If you use italics for a past employer, use italics when listing other employers. Keep in mind, your resume will be scanned at first. Using a consistent format makes the resume easier to scan.
* Don’t try to highlight every statement. The purpose of bullets, bold print, underlines, etc., is to make certain statements stand out. If every statement has some type of highlight, then nothing stands out and the resume looks cluttered.
* Refrain from using acronyms or technical jargon. Do not assume that the employer or human resource staff will know what acronyms stand for or understand technical jargon. Spell out club/organization names and use easy to understand terminology.
* List required qualifications. If a job advertisement lists specific qualifications necessary for the position, make sure to include those on your resume. Don’t assume the employer will know you have the qualifications.
* Create a resume format that is suited to your personality and experience level. There are websites that offer resume templates and examples. There are sample resumes included with this handout. However, these should be viewed only to give you some ideas about style and format. You want to create a resume that presents your qualifications in the best manner and represents your uniqueness.
* Do not use fancy graphics. Do not use a colored background, fancy fonts or images on your resume.
* Obtain permission to use references. If you list references on your resume or job application, seek their permission in advance. Ask their preferred method of contact. Make sure to provide accurate contact information for your references.
* Proofread, proofread, and proofread again! Mistakes on a resume are an indication to an employer about your skills, abilities, professionalism, and work ethic. If you do not take enough time to present your best on a resume when you are trying to impress an employer, then they may assume you will do the same on the job. Many times, mistakes on a resume are an automatic elimination from consideration.
* **ACTION VERBS**

Accomplished

Acted

Addressed

Advised

Analyzed

Approved

Arranged

Assembled

Assisted

Attained

Built

Calculated

Catalogued

Clarified

Classified

Coached

Collected

Communicated

Compared

Compiled

Completed

Computed

Conceived

Conducted

Configured

Consolidated

Consulted

Contacted

Convinced

Coordinated

Corrected

Corresponded

Counseled

Created

Customized

Demonstrated

Designed

Determined

Developed

Devised

Directed

Distributed

Drafted

Edited

Educated

Eliminated

Enabled

Encouraged

Enhanced

Enlarged

Enlisted

Established

Evaluated

Examined

Exceeded

Experimented

Explained

Fabricated

Fashioned

Guided

Headed

Identified

Illustrated

Implemented

Improved

Increased

Influenced

Informed

Initiated

Inspected

Installed

Instructed

Interpreted

Interviewed

Introduced

Invented

Investigated

Maintained

Monitored

Motivated

Negotiated

Obtained

Operated

Organized

Originated

Overhauled

Oversaw

Participated

Performed

Persuaded

Planned

Prepared

Presented

Prioritized

Processed

Produced

Programmed

Promoted

Proposed

Recorded

Reduced

Referred

Refined

Related

Remodeled

Repaired

Reshaped

Retrieved

Reviewed

Revitalized

Scheduled

Screened

Searched

Secured

Set goals

Sold

Solved

Sorted

Specified

Spoke

Strengthened

Summarized

Supported

Surveyed

Tabulated

Trained

Translated

Wrote

**Possible Resume Headings**

Listed below are a few examples of resume headings. This is not an all-inclusive list and some will not be applicable for you at this time in your job-search. Other headings may be used and a combination of headings may be used to fit the style of your resume and meet your specific needs.

Objective

Career Objective

Job Objective

Employment Objective

Goal

Professional Goal

Summary of Qualifications

Education

Academic Achievements

Educational Background

Training

Internships

Related Courses

Elective Coursework

Academic Training

Certifications

Publications

Special Skills

Recognitions

Academic Honors

 Experience

Work Experience

Employment History

Additional Experience

Military Experience

Volunteer Experience

Community Service

Job History

Relevant Experience

Technical Experience

(Specific Job) Experience

Organizations

Professional Organizations

Clubs

Affiliations

Activities

Memberships

Athletic Involvement

Civic Activities

Extra-Curricular Activities

Honors

Associations

Credentials

Areas of Expertise

Skills

Specialized Skills

Computer Skills

Computer Knowledge

Technical Skills

Software

Programming Languages

Proficiencies

Languages

Language Competencies and Skills

Honors

Academic Honors

Achievements

Accomplishments

Awards

Distinctions

Scholarships

Recognitions

Use “Interests” only if applicable to job

**Jane Doe**

123 Weber Road St. Louis, MO 63123

Home Phone: 314/555-9999 Cell Phone: 314/555-5555

email: myemail@bayless.k12.mo.us

**JOB OBJECTIVE:** To obtain a summer camp counselor position

**VOLUNTEER AND COMMUNITY SERVICE**

Community Church, St. Louis, MO

*Nursery Room Assistant Teacher*, January 2010 - Present

* Develop activities to do with the children
* Care for eight children age birth to 5 years of age
* Organize play area before and after child care

Rotary International Booth at Affton Days, Affton, MO

*Concession Stand Worker*, September 2011 and September 2012

* Sold $500 in raffle tickets, which was the highest dollar sales of all members
* Prepared food, took orders, and cleaned according to Health Department guidelines
* Created and distributed 250 flyers to local households advertising the Rotary Booth

**SPECIAL SKILLS & INTERESTS**

* Enjoy working with youth of all ages
* Ability to create games and activities for youth
* Experienced in Microsoft Word, Excel, Publisher and PowerPoint
* Confident speaking in front of groups or one-on-one
* Can work as part of a team or independently

**ACTIVITIES**

Student Council

*Member,* 2011 – Present

* Co-chairmen for organizing the Homecoming Dance

Diversity Club

*Member*, 2011 – Present

* Organized Christmas toy drive

Bayless Lady Bronchos Basketball, Bayless High School

*Manager*, 2012 - Present

**EDUCATION**

Bayless High School, St. Louis, MO 63123

High School Diploma anticipated May, 2014

Elective courses: Family Relations and Leadership, Foods, Spanish, Newspaper

**PROFESSIONAL GOAL**

Plan to major in Elementary Education in College and pursue a teaching position upon graduation

**John Doe**

123 Weber Road St. Louis, MO 63123

Home Phone: 314/555-9999 Cell Phone: 314/555-5555

email: myemail@bayless.k12.mo.us

**JOB OBJECTIVE** To obtain a part-time position for weekends during the school year and full-time during the summer

**EDUCATION** Bayless High School, St. Louis, MO 63123

 Anticipated Graduation Date, May, 2014

 Grade Point Average: 3.5/4.0 Class Rank: 30/135

 Elective Courses: Marketing I, Computer I and II, Spanish

**RELEVANT** *Schnucks*, St. Louis, MO

**EXPERIENCE** Bagger, 2010 - present

* Bag groceries for customers
* Gathered carts
* Stocked shelves when needed
* Work up to 30 hours per week while attending high school

**ACTIVITIES** *DECA*, Bayless High School

 Vice President, 2013 – Present; Member, 2010 – Present

* Competed at the local level in business competitions
* Organized school fundraiser

*Volleyball Team*, Bayless High School

Member, 2010 – Present

*Baseball Team*, Bayless High School

Member, 2011 - Present

**COMMUNITY**  *South County Senior Citizens Center*, St. Louis, MO

**SERVICE** Meal Runner, 2011-2013

* Volunteered to deliver meals to the elderly at lunch

*Affton Food Pantry*, St. Louis, MO

Volunteer, March 2011 – Present

* Stock shelves
* Help customers

**INTERESTS** Working outdoors, using computer software to create fliers and videos, playing sports

**Jane Doe**

123 Weber Road St. Louis, MO 63123

Home Phone: 314/555-9999 Cell Phone: 314/555-5555

email: myemail@bayless.k12.mo.us

**Objective** To receive Bayless Alumni Scholarship which will enable me to pursue my college education in Engineering.

**Education** Bayless High School, St. Louis, MO

 Graduation Date: May, 2014 Grade Point Average: 3.75/4.0

**Elective** Project Lead the Way: Introduction to Engineering

**Coursework** Calculus I

 Advanced Physics

 A+

**Work** Child Care Provider, June 2010 – Present

**Experience** *The Frankenstein family*, St. Louis, MO

 Care for two children after school and during the summer.

 Assist children with homework.

 Transport children to and from activities.

 Organize art and learning activities for the children.

 Prepare meals and provide light housekeeping.

**Volunteer** Food Pantry Volunteer, January 2012 - Present

**Experience** *Affton Food Pantry*, St. Louis, MO

 Stock Shelves

**High** *Student Council,* 2010 – Present

**School**  Serve as club Secretary.

**Activities**

 *Lady Bronchos Basketball*, Manager, 2010 – Present

*Lady Bronchos Softball*, 2010 – Present

*A+ Program*, completed 50 hours of tutoring

*National Honor Society*, 2012 – Present

**Jane Doe**

123 Weber Road St. Louis, MO 63123

Home Phone: 314/555-9999 Cell Phone: 314/555-5555

email: myemail@bayless.k12.mo.us

**Goal**

To receive the SAE International Engineering Scholarship in order to pursue my education at Missouri University of Science and Technology and major in Civil Engineering.

**Education & Academic Achievements**

Bayless High School, St. Louis, MO Graduation Date: May, 2014

Grade Point Average: 4.3/4.5 (Weighted Scale) Class Rank: 4/135

ACT Composite Score: 28 (Scored 31 in Math) Honor Roll: All semesters

Weighted and Dual-Enrollment Classes: Calculus, Advanced Physics, AP English, Western Civilization

**High School Activities**

Math Teacher Assistant, 2013 – Present Student Council, 2010 – Present

National Honor Society, 2010 - Present NHS Volunteer Hours – 15 hours

Volleyball Team, 2011 – Present

Distributive Education Clubs of American (DECA), 2010 - Present

**Recognitions & Accomplishments**

Named most valuable Volleyball player Junior and Senior years; Team captain Senior year

Metro Athlete of the Week Junior year

Elected Secretary of DECA Senior year

Awarded 3rd place in state DECA competition

**Experience**

*Sales Associate*, Schnucks, St. Louis, MO, 2012 – present

 Work approximately 25 hours per week

 Customer service

 Used cash register to check customers out

 Stocked shelves when needed