

How to Write a Resume

Handout 1 of 4

A resume is a formal document that notes a job applicant's interests, qualifications, and references. By the end of this activity, you'll have researched, found, created, and filled out (with your own information) a resume template to use as you start applying to jobs.

Task 1: Collecting the info.

There are at least 7 key elements to a good resume: personal information, an objective & profile, education, related experience (work, school, etc.), awards & honors, activities or hobbies, skills, and references.

- 1. Personal information:** Generally listed at the top of the resume, this section contains your name and contact information.

Full Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

- 2. Objective/Profile/Personal Summary:** This is a short heading section of your resume's body; it tells the employer a little bit about you and what career goals you've set for yourself. Fill in this section by summarizing—in one to two sentences—your career goal and a few of the personality traits you possess that will help you achieve that goal.

- 3. Skills:** List any pertinent activities that make you a suitable candidate for an employer: Do you know a foreign language: What is it? List any applicable work-related skills (time management, writing, presenting, etc.)

How to Write a Resume

Handout 2 of 4

- 4. Educational background:** Here you'll highlight all previous or ongoing educational achievements along with any applicable certificates. There can be more than one school entered but remember to list from most recent on.

School Name: _____

Dates of Attendance: From ____ to ____ ☐ Present (check if you're still attending school)

Degree, diploma, or grade level completed: _____

- 5. Honors/Achievements:** Here you'll list any additional awards, recognition, or clubs that you've been involved in. If your template doesn't have a spot for this, then make one and fill it in.

- 6. Work Experience/Internships:** This section lists any previously held positions*. Employers also use it to see how long you've remained at previous companies. Huge breaks in employment or quick turn-over rates from one company to the next could give off red flags.

*Don't have any work experience? No problem—use this section to showcase more educational achievements like internships, school projects, or volunteer work.

Employer: _____

Company's Address: _____

Dates Employed: From ____ to ____ ☐ Present (enter present if a degree has not yet been received)

Position Held: _____

Duties and Responsibilities: _____

How to Write a Resume

Handout 3 of 4

- 7. References:** This is where you'll list any current or previous coworkers, team leads, supervisors, peers, teachers, etc. who can vouch positively in regards to their character and work ethic. Usually you'll want to include at least 3 references (whether on the resume itself or a separate page).

Reference 1

Name: _____

Job Title, Employer: _____

Home Phone #: _____

Work Phone #: _____

Home Address: _____

Work Address: _____

How long has this person known you? _____

Has this person given permission to be used as a reference? ☐ Yes ☐ No

Why can this person recommend you for employment? _____

Reference 2

Name: _____

Job Title, Employer: _____

Home Phone #: _____

Work Phone #: _____

Home Address: _____

Work Address: _____

How long has this person known you? _____

Has this person given permission to be used as a reference? ☐ Yes ☐ No

Why can this person recommend you for employment? _____

How to Write a Resume

Handout 4 of 4

Reference 3

Name: _____

Job Title, Employer: _____

Home Phone #: _____

Work Phone #: _____

Home Address: _____

Work Address: _____

How long has this person known you? _____

Has this person given permission to be used as a reference? ☐ Yes ☐ No

Why can this person recommend you for employment? _____

Task 2: Search out a resume template.

A resume template is a tricky thing and there are a lot of contradicting dos and don'ts when it comes to making one.

1. Search out a resume template that's simple and well put together.
2. Once you've found one, set up a blank template in word, google docs, or another document creation program.