

# TOMAH HIGH SCHOOL RESUME WORKSHEET

Use the resume worksheet to brainstorm and organize information for your resume.

## IDENTIFYING INFORMATION

Start off your resume with some identifying information. Use your name, address (including city, state, and zip code), phone number, and an email address. Make sure you have an email address that is professional. Employers don't like to see something like fuzzydogtongues@gmail.com.

## CAREER OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating the sort of job you are seeking and what experience/skills you have to offer. You should change your career objective depending upon the job for which you are applying. See the sample resume for ideas. Some questions you may want to answer are:

- What kind of employment do you want? Internship, full-time, part-time
- What type of position do you want? Customer service, sales, etc.
- Is there a particular industry in which you want to work? Retail, hospitality, healthcare, etc.
- What kind of objective style do you want on your resume?
  - **Style 1:** Focus on the kind of position you want.
    - *Example: Seeking a full-time position as an Administrative Assistant.*
  - **Style 2:** Focus on the field in which you are interested in working.
    - *Example: Seeking an entry-level position in the Healthcare field.*

## EDUCATIONAL BACKGROUND

As a high school student, you will list the name of your high school and expected date of graduation on the resume. If you have taken, or are taking, college-level courses or vocational/technical training, you can list that first. Always remember, the most recent education is listed first.

Name of school: \_\_\_\_\_

City and State of school: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

GPA (if above 3.0) *optional*: \_\_\_\_\_

## PART-TIME EMPLOYMENT & SUMMER JOBS

As a student, you probably do not have much experience directly related to your career objective. That's okay! You may have held part-time or summer jobs and, believe it or not, though those experiences you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time. This demonstrates your work ethic and ability to manage your time between school and work.

*The top skills and qualities of the perfect candidate are:*

**Communication Skills (verbal & written)**  
**Honesty/Integrity**

**Interpersonal Skills**  
**Motivation/Initiative**  
**Strong Work Ethic**

**Teamwork Skills**  
**Analytical Skills**  
**Flexibility/Adaptability**

It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed skills through your part-time work.

## EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word.

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date started: (Month/Year): \_\_\_\_\_ Date ended (Month/Year): \_\_\_\_\_

Description of responsibilities and accomplishments. Write your experiences in bullet statements:

- \_\_\_\_\_
- \_\_\_\_\_

### **OTHER INFORMATION**

Other information should include merit scholarships, awards, honors, achievements (include dates) and languages in which you are fluent (other than English). You could also include co-curricular activities (sports, clubs, volunteer activities, etc.). List the full name of the organization, include dates, and include offices/positions you have held if applicable.

### **REFERENCES**

While creating a resume, think of at least 3 references you are prepared to give to a potential employer. When thinking of references, consider supervisors you have worked for, teachers that can account for your character, or professors that know you in your discipline.

1. **DO NOT** list friends or family as your references.
2. Remember, you must ask someone to serve as a reference before you can list them as one.
3. Use this opportunity to network. Let your reference know that you are looking for a position, the kind of position for which you are applying, and the place of employment where you will submit your resume.
4. A helpful tip is to provide your reference with a copy of your resume so that they can speak about your qualifications when asked.

Example:

Name of reference: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## **RESUME WRITING TIPS**

1. Pay careful attention to spelling, punctuation, grammar and style.
2. **PROOFREAD** your resume carefully. Have other people proofread your resume. Sometimes other people can catch something you may have missed.
3. Organize information in a logical fashion.
4. Keep descriptions clear and to the point.
5. Use simple and easy to read font. Recommended: Times New Roman or Arial
6. Use a good quality white paper.
7. Include as much work experience as possible –even if it does not obviously relate to the job you are seeking. Any job has transferable skills (i.e. computer, writing, speaking, etc.)
8. Tailor your information to the job you are seeking.
9. Be honest –don't exaggerate.
10. Be specific and give examples. Provide numbers (i.e. # of people supervised, amount of your operating budget, etc.) whenever possible.
11. Use simple, everyday language.
12. Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
13. Write out what acronyms stand for because an employer may not know what they mean (i.e. Y.A. Manufacturing = Youth Apprenticeship Manufacturing)