



# RESUME WORKSHOP

September 13, 2017

# WHY DO A RESUME?

- Because it's required for this class! But also for....
  - Scholarship
  - Job or Internship
  - Summer Program
  - Volunteer Opportunity
  - Demonstrated Interest Emails
  - College Application
- If someone says, "Send me your resume," and you wait two weeks, it will indicate a lack of interest or initiative.
- You have to be open and proud of your accomplishments—look hard at what you've done. It's in there!

# GETTING STARTED

- Find a resume template, and modify it.
- Look on Google for a layout you like, and build it in Word.
- Use a Microsoft template
  - Microsoft.com → Downloads → Templates → Resumes
- Use standardized fonts, one accent color maximum.
- No *\*fun\* fonts!*
- Even if you are a graphic design major, keep it standard.
- Resume readers are looking for content, not style.

# “BUT I HAVEN’T DONE ANYTHING!”

- You HAVE done something, so let’s let go of that mindset now.
- “I **just** (ordered the sweatshirts, babysat, folded the shirts, made the smoothies)....”
- We are banning “Just” right now. Please don’t use it in your head or on paper. Be bold about your accomplishments. Do not minimize yourself by saying “just.”
- Start an Activities list NOW for college apps and resume updates later.

# YOU HAVE ACCOMPLISHED...

- Sports (crew, volleyball, track, tennis, cheer, etc.)
- Clubs (50+ clubs at VdL)
- Volunteerism (Hoco float décor, helping at church, soccer events)
- Babysitting
- Camps or summer programs
- Outside classes/educational enrichment (art, music)
- Work (if someone paid you=employment; if not=volunteerism)
- Helping out around the house or with grandparents or younger siblings (yes, seriously)

# LET'S GET STARTED

12346 Street  
El Dorado Hills, CA 95762

NAME

916-555-5555  
name@gmail.com

Sophomore high school student, enjoy working on projects where I can be systematic, innovative and explore new ideas. Works well with diverse students and being part of a team that starts new academic projects that offer challenges and the possibility of discovering new ways to do things. Success as a leader, both in team sports, and in running my tutoring business. I enjoy working independently and pay attention to the details needed to get the job done. Enjoy using persuasion and influence to solve problems and ensure success.

SKILLS

- Managing Time and Money
- Problem Solving
- Leadership
- Decision Making
- Independence
- Community Involvement
- Teamwork
- Negotiating
- Communication Skills

EDUCATION

Sophomore at Oak Ridge High School  
GPA: 3.95 (weighted, grades 9-10)  
Class Rank: 30 (out of 582)  
Grade 10 Class Rank: 8 (out of 582)  
PSAT Score: 212 (Higher than 98% of sophomores)

EXPERIENCE AND ACTIVITIES

Project Citizen (10<sup>th</sup> grade)

- Creating a student-run group at my high school, which is currently led by administrators only.
- Working with select students in my AP World History class to get involved and find speakers for this monthly, school-wide event.
- The focus of this program is to make students aware of past and current social issues and motivate students to take a stand and be a force for positive change.
- Selected for this by my teacher based on demonstrated leadership and my minority status at a primarily Caucasian public school.
- Looking forward in next two school years to addressing gay rights and discrimination.

Community service tutoring (10<sup>th</sup> grade)

- Tutor a local eleventh grade student for free based on her economic hardship.
- Work with her on geometry (which I took in 8<sup>th</sup> grade).
- Spend an hour a week with her one-on-one, but additional time weekly working by text or phone on specific problems she's having.
- Enjoy seeing her success and improving in this subject which is challenging for her.

Paid tutoring (10<sup>th</sup> grade)

- Tutor a fifth grader in math, bringing her grade from a C to an A.
- Also tutor an eighth grader in math and history, spending three hours a week one-on-one, with additional time spent by text and phone.
- Increased her grade from a D to a B-.
- Helping these students understand these key mathematical concepts is personally very fulfilling.

1. Header

2. Profile Summary

3. Skills

4. Education

5. Experience

Create a separate sheet for references, unless specifically told to include on your resume.

# 1—HEADER

- Name
- City, State (no need to list street address)
- Phone
- Email
- Optional: social media account....but only if you are confident your account reflects you being positive and interesting.
- Not sure? Google yourself.

## 2—PROFILE SUMMARY

- An introductory statement (3-4 sentences) at the top of your resume to help reader immediately grasp who you are.
- Cooperative, open-minded, and analytical with a passion to help others, pursue opportunities, and attain tangible results. Enjoy learning and motivating others in their studies. Enjoy researching and working alongside others. Able to create a positive environment and complete tasks in a timely and effective manner. Seek a future in the medical field as a Physician Assistant.
- Care about the well-being of other people and animals. Tactful, sympathetic and aim to provide them with practical help to support their needs. Enjoy collecting facts and information and committed to meeting my obligations and taking responsibility. Excellent at analyzing data, using formulas, graphs and numbers.
- Don't know how you want to describe yourself? Ask your parents what words they'd list.
- Feel free to use words listed in the job/volunteer/scholarship description.



# 3—SKILLS

- Communication
- Social Media
- MS Office
- Teamwork
- Listening
- Negotiation
- Event Planning
- Team Supervision
- Working with children
- Problem Solving
- Leadership
- Math & Science
- Drawing
- Writing
- Community Involvement
- Decision Making
- Social Media
- Photography

# 4—EDUCATION

- Vista del Lago High School, Folsom, CA, graduating May 2020
- Additional education options:
  - GPA
  - Class rank (list as exact number or percentage—whatever sounds better)
  - PSAT scores—but include the percentile ranking, not just the score
  - Honors and awards
  - Classes taken so far and planned throughout high school—especially honors, AP and/or coursework that’s relevant to your application/scholarship
  - Coursework planned for college “Planning to continue education in Kinesiology or Health Sciences. Coursework will include: Athletic Training, Exercise Science, Massage Therapy, Physical Education Teaching and Coaching (and Google more)”

# 5—EXPERIENCE

- Check your Activities list
- As much as possible, **avoid a description.**
- List the *achievement*.
- Ask yourself:
  - Were you part of a team?
  - How big was the group—list that to show scope
  - Who did you report to?
  - What ages did you work with?
  - Did you handle money?
  - How did you meet the organization’s goals?
- Now represent that as bullets
- Numbers pop on a resume. Wherever possible use #, %, \$

## ~~“Responsible for...”~~

No!	Yes :)
Responsible for communicating	Communicated
Responsible for supervising	Supervised
Responsible for designing	Designed
Responsible for ordering	Ordered

# BEST PRACTICES

- **List your achievements, not only a description.** (more on that later)
- What did YOU do, not 10 other people who had this exact position.
  - Hint: ask yourself, “what am I proud of?”
  - When did you raise your hand and say, “I’ll do it.”
- What was the outcome of your achievement?
  - Hint: add “, which....” to your bullet
- UC Berkeley says they use the personal statement to “Discover and evaluate distinctions among applicants whose academic records are often very similar.”
- People use resumes for the same reason.

# DESCRIPTION VS. ACHIEVEMENT (1)

## **Eagle Scout**

- Received scout's highest award in June 2017.
- Spent 100 hours (2 hours a week, 50 weeks a year).
- Demonstrated Scout Spirit, an ideal attitude based upon the Scout Oath and Law, service, and leadership.

**OR.....**

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**OR.....**

## **Eagle Scout, Boy Scouts of America**

- Gave back to my alma mater, Washington Middle School, by engineering a concrete retaining wall and drainage system to resolve a flooding issue at the Track & Field Long-Jump pit.
- Obtained authorization from local school board and led a team of 26 volunteers in the construction and installation of the project.
- Secured authorization and permits from City of Folsom Building & Planning Department to host a fund raising car wash on public property.
- Raised \$476 to cover Eagle Project expenses.

# DESCRIPTION VS. ACHIEVEMENT (2)

## **Student Body Secretary**

- Took the notes at meetings.
- Filed the notes in a binder in the school office.

**OR.....**

# DESCRIPTION VS. ACHIEVEMENT (2)

## **Student Body Secretary**

- Took the notes at meetings.
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**OR.....**

## **Student Body Secretary**

- Created new initiative where weekly minutes were creatively posted on school Twitter and Instagram, where views increased by 400% in first 6 months.
- Built partnership of 6 other Student Body Secretaries in district to meet monthly and share ideas and best practices.
- Successfully pitched idea of live streaming Student Government meetings, which increased feeling of transparency and inclusiveness with students.



# EXAMPLE 1

**Youth Instructor**, Sacramento State University Aquatic Center (Year)

- Supervise 10-30 campers daily (ages 7-17) and oversee safety and activities at this regional camp which serves over 3500 campers each summer.
- Design and create new activities for the campers, using assigned guidelines.
- Communicate directly with parents regarding safety and behavioral expectations and concerns.
- Set up weekly Parents' Night event of activities and manage stations to ensure traffic flow throughout the course.

# EXAMPLE 2

## **Soccer Player, (Year)**

- Play soccer year-round as sweeper for two teams: Washington High School Junior Varsity Team and Washington Elite Club (indoor and outdoor play).
- Communicate **weekly** to **15-person** team concerning schedule, uniforms, and events.
- Create flyers for team fundraising **and manage four team spirit events as co-leader.**

# EXAMPLE 3

## Childcare, (Year)

- Watch children **3-9 years old** on weekends. Manage kids' schedule and behavioral milestones, and provide general support for families.

# EXAMPLE 4

## **After-School and Weekend Family Responsibilities**

*(yes, this is an option on college apps)*

- Kept younger siblings company after school, served snacks, made dinner, and picked up house before parents came home from work.
- Helped dispense medication, changed bedding and provided social and family support.
- Mowed lawn on alternating weekends and helped clean gutters every autumn.

# FINAL TIPS

- Always have your name in the file, so when you email it to people, they can find it again. (No: “Resume.pdf”)
- When revising your resume, always do a “save as” and create a new version.
- Always send a PDF of your resume, never the source file (.docx)
- Did you **follow the instructions** listed by the person to whom you are sending it?
- Is it **free from typos**?
- **Is it true?**