

Name:

Teacher:

Class:

Date:

RESUME



Learning Target: I will be able to _____ a _____
_____ and _____ that highlights my _____,
_____, and _____.

Directions: Uncover your **Skills, Abilities, and Special Talents** by answering the questions below in complete sentences.

1. Good friends count on each other for a lot of things. What do your friends **count on** you for?
2. What do you do for your parents/guardians to **help** them out when you have time?
3. If you felt totally comfortable bragging about yourself, what would you say you are most **proud** of?
4. What **praise** or **acknowledgment** have you gotten from your teachers?
5. Describe something you **designed, created, built, made, or fixed up**, that gave you a strong sense of satisfaction. Tell why you feel good about it.

Summarize Your Key Points

1. Summarize your Key Points near the top of your resume.
2. Make a brief list (3 to 5 lines) of Key Points that a new employer would want to know about you. Include your best accomplishments.
3. Limit each Summary statement to just one line.

Example Summary Statements

Summary (Job Objective was Customer Service position)

- Six months part-time experience in customer-service related work.
- Enrolled in Business Track high school program with emphasis on Marketing.
- Earned high rating as an excellent worker during part-time seasonal jobs.
- Familiar with the company's products and would be proud to promote them.
- Willing to support the company policy that "the customer is always right."

Summary Statements

- _____
- _____
- _____
- _____
- _____

Education

School:

Graduation Date:

GPA:

Achievements:

- _____
- _____
- _____

experience

Listing Your Work History

1. Include all work experience, even if it was short term or unpaid work.
2. Include all jobs even if your parents/relatives were the “employer” and you were unpaid.
3. Include any work you did on your own as an “entrepreneur,” and list yourself as “self-employed”.
4. List your most recent work first.

Example Work History

2014-2015 (after school)	Counter Sales	Starbucks Coffee, Berkeley CA
2012-2013 (after school)	Child Care	Johnson & Ryers families
1997-1998 2010-2011	Odd Jobs (yard work, repairs)	Self-Employed
1996 & 1997 2009 & 2010	Camp Counselor	Camp Otsego, Cooperstown NY

Months and Years (Most recent first)	Position or Job Title	Company Name	City



Tips for Writing Good One-Liners

1. Be sure to mention specific, provable, successful results that would interest your future employer.
2. Describe each experience or achievement in a simple action statement.
3. Put **Action Words** at or near the beginning of the line.

Examples of Good One-Liners

- **Tutored** other students in math.
- **Sold** advertising space to local businesses for school yearbook, raising \$2,500 for junior class trip.
- **Helped** my father with a door-to-door campaign to get our Councilman re-elected.

Directions: Using the **Action Verbs** on the next page, describe your work skills, experience, and achievements using one-liners.

Job Title:

- _____
- _____
- _____

Job Title:

- _____
- _____
- _____

Job Title:

- _____
- _____
- _____

Job Title:

- _____
- _____
- _____

Action Verbs

Read the list of **Action Verbs**. Highlight those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service.

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
educated
facilitated
familiarized
guided
motivated
referred

Teaching Skills

advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
facilitated
guided
informed
instructed
persuaded
set goals
trained

Research Skills

collected
diagnosed
evaluated
examined
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Communication Skills

addressed
arranged
collaborated
convinced
developed
directed
drafted/edited
formulated
interpreted
negotiated
persuaded
presented
promoted
publicized
recruited
translated
wrote

Creative Skills

acted
conceived
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
improved
initiated
instituted
integrated
introduced
invented
originated
performed
planned
redesigned
revitalized
shaped

Technical Skills

assembled
built
computed
configured
designed
devised
engineered
enhanced
installed
operated
overhauled
programmed
refined
remodeled
repaired
solved

Detail Skills

approved
arranged
catalogued
classified
collected
compared
compiled
distributed
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
recorded
retrieved
specified
sorted

Management Skills

accomplished
administered
analyzed
assigned
attained
chaired
conducted
consolidated
contacted
coordinated
developed
directed
established
evaluated
exceeded
executed
headed
improved
increased
initiated
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Financial Skills

allocated
analyzed
balanced
budgeted
calculated
computed
developed
managed
marketed
planned
projected
researched

Stu Dent

Stu Dent

123 Address St
Anytown, CA 95628

916.456.7890
no_reply@example.com

Summary

- Bilingual
 - Strong organizational abilities
 - Honest and trustworthy
-

Education

Del Campo High School / Class of 2016 / 3.5 GPA

Awards

- Renaissance, Perfect Attendance, GPA
 - Outstanding French Student, 2012
 - Volunteer of the Year, 2015
-

Experience

Amazing Resume Service / Office Assistant

JUNE 2014 - PRESENT, FAIR OAKS, CA

- Input and track invoices, ensuring payment
- Monitor incoming calls
- Organize and file documents

Del Campo High School / Media Center Assistant

JANUARY 2016 - MAY 2016, FAIR OAKS, CA

- Assisted librarian in operation of library and media center
- Sorted and shelved books
- Demonstrated how to operate computers

Child Care

2012 - 2015, FAIR OAKS, CA

- Tutored students at Thomas Kelly Elementary
- Volunteered child care for parents during football games
- Supervised children between the ages of 1 to 8 years old

Animal Care

2012 - 2015, FAIR OAKS, CA

- Walked, fed, and cleaned animals while owners were vacationing
 - Designed advertising flyer for business
 - Managed appointment calendar and customer service
-

References

Available upon request

RÉSUMÉ	8 ABOVE	7 AT	6 APPROACHING	5 BELOW
Formatting: No sentences, used Action Verbs (present tense for current jobs / past tense for past jobs), Topics listed in order: Personal Info, Summary, Education, Work Experience				
Consistency: Format is the same. Fonts are the same. Uses 3, 5, 7 rule for bullet points.				
Content: Uses a variety of Action Verbs. Includes details about job experience. Avoids repetition. One page.				
Conventions: Correct Spelling, Punctuation, Capitalization, and Grammar.				

Total /32