

RESUME PREP

Start building your resume today using this worksheet and helpful step-by-step instructions.

1. Select a FREE Resume Builder (for example Naviance or Google Docs)
2. Choose a Format
3. Gather info using the "Resume Prep" Worksheet below
4. Highlight your Work/Skills
5. Get help to review (ask a family member or teacher to proofread)

Resumes are your chance to showcase your experience, education/training, achievements, activities and skills. It helps employers quickly select candidates that might be a good fit to consider interviewing for the next steps in the hiring process. Be honest and accurate – they will verify the info listed. Keep resume up-to-date, consistent format and adjust for each job opportunity to highlight relevant info and skills.

Directions: Please list your info and examples using brief bullet points. Use active words to prep for creating a resume that fits on one-page and customized for each job opportunity.

CONTACT INFO/OBJECTIVE:

Name _____

Phone _____

Email (Do not use informal emails like hottie123@xxxx.com - be professional) _____

Share a brief objective statement or future goal such as "To secure a part-time position/internship with a company in the field of my career interest."

WORK/SKILLS:

Company Name and Title (Share 2-3 most recent jobs) _____

Dates of Employment (Start/stop months/years) - list most recent first

Job Description/Duties/Equipment (List 3-5 bullet points and use key words that relate to job opportunity)

Skills/Special Training (Related to job opportunity) _____

EDUCATION:

School (High School/College - dual enrollment) _____

Year Graduated/Expected graduation date _____

Courses (Highlight relevant courses and AP/Honors/College level courses) _____

GPA (Only list if 2.5 or higher) _____

Certificates/Licenses (i.e. - GNA/CNA, NIMS, etc.) _____

EXTRA-CURRICULAR ACTIVITIES: (Share level, years participated and any leadership roles)

Sports/Athletic Groups _____

Academic Groups (i.e. - Honor Society, Social Studies Honors, etc.) _____

Foreign Language Groups _____

Musical Talents or Training _____

Career-focused Training _____

Community Service _____

Faith-based Groups _____

Hobbies (Related to job applying or exhibits skills) _____

AWARDS/ACHIEVEMENTS/HONORS/SKILLS: (Share 3-5 bullet points of related info)

1. _____

2. _____

3. _____