

RESUME WRITING

WHAT IS A RESUME AND WHY DO YOU NEED ONE?

A RESUME IS A PERSONAL BILLBOARD ADVERTISEMENT THAT ALLOWS YOU TO HIGHLIGHT AND SHARE YOUR SKILLS, BACKGROUND, KNOWLEDGE AND WORK EXPERIENCE WITH POTENTIAL EMPLOYERS.

THE DO'S ✓ AND DON'TS ✗ OF A RESUME

DO

- ✓ Keep to one page
- ✓ Have a professional email
- ✓ Check spelling and grammar
- ✓ Use top quality paper
- ✓ Have someone proof read

DON'T

- ✗ Tell personal information
- ✗ Try to make it too fancy
- ✗ Have spelling errors
- ✗ Sign
- ✗ Handwrite

BEFORE YOU WRITE YOUR RESUME

Think about what kind of job you are applying for and tailor your resume to that job.

What strengths do you want to highlight?

What type of skills, education or training do you have for the job?

WHAT ARE THE PARTS OF A RESUME?



USE ACTION VERBS WHEN DESCRIBING YOUR WORK EXPERIENCE ON YOUR RESUME!

FACILITATED ORGANIZED
 ADMINISTERED TRAINED DIRECTED
 ARRANGED IMPROVED COORDINATED ACHIEVED
 SUMMARIZED INCREASED DESIGNED DRAFTED
 COMPLETED PREPARED EVALUATED
 PLANNED

City of Worcester Youth Opportunities Office

City Hall 4th Floor, 455 Main St., Worcester, MA 01608

Telephone (508) 799-1400 Fax (508) 799-1406

E-Mail: youth@worchesterma.gov



SAMPLE RESUME

Make sure you add your name, address, phone, and e-mail address. TIP: Use a "professional" e-mail address!

Teen Needajob
70716 Sparkus Avenue
Worcester, MA 01600
(555)-555-1212
tneedajob@emailaddress.com

An effective objective targets the business or industry to which you are applying.

OBJECTIVE To obtain an internship at XYZ Company that utilizes my skills in A, B and C in order to gain more experience in the field of Marketing and promotion.

Highlight outstanding GPA, class rank or related courses

EDUCATION South High School Worcester, MA
Expected Graduation Spring 2011
Maintaining 3.8 GPA
Classes taken include Algebra I & II, Advanced Writing & Composition, Conversational Spanish and Industrial Mechanics.

EMPLOYMENT King Copy4Less Worcester, MA June 2008 to Present
Sales/Customer Service
Wrote orders, processed jobs, maintained and repaired equip, cashiered, answered phones and provided customer service.

Being capable, certified or proficient in specific programs means you can come on board with instant valuable skills.

VOLUNTEER EXPERIENCE

January 2007 to Present

- Fund-raiser for our local Food Pantry raised over \$1,200 in 2010.
- Fund-raiser for Special Olympics raised over \$500 in 2009.
- Community Reader at local Boys & Girls Club Summer 2009.

Volunteer work is a great resume filler for those with little to no work experience.

SPECIAL TALENTS AND SKILLS

- Proficient with Microsoft Office (Word, Excel, Access and PowerPoint)
- Outgoing, personable with great people skills.
- Demonstrated ability to work well with others and communicate effectively with a variety of people, including supervisors and peers.

HONORS AND AWARDS

- President schools Step Troop
- Honor Roll Sophomore and Junior year

Remember! Typos are a **RED FLAG** on your resume!

EXTRACURRICULAR ACTIVITIES

Primarily active sports like basketball, dance, track & field and karate. Reading science fiction, **philasaphy**, and mystery.

REFERENCES

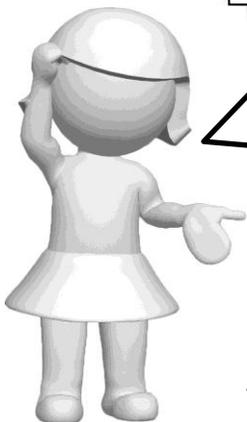
Available on request

Provide a separate sheet of up to 3 people who can speak to your character and work ethic. TIP: No family members or relatives!

REMEMBER! A RESUME TELLS AN EMPLOYER WHAT YOU HAVE DONE IN THE PAST AND WHAT YOU CAN DO FOR THEIR COMPANY NOW. SO MAKE SURE YOU PUT YOUR BEST FOOT FORWARD!

HERE ARE SOME OTHER RESOURCES THAT WILL ASSIST YOU IN WRITING YOUR RESUME. GOOD LUCK!

THE 7 HABITS OF HIGHLY EFFECTIVE TEENS - BY SEAN COVEY
CREATING YOUR HIGH SCHOOL RESUME - BY KATHRYN TROUTMAN
HOW TO GET A JOB IF YOU'RE A TEENAGER- BY CINDY PERVOLA



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