



Writing Resumes

Look ahead to your future...
Create a tool to market yourself

What is a resume?

- It's a well organized report of your accomplishments
 - It's like a movie trailer... if it catches your interest, you want to see the movie
 - The same holds true for your audience – if your resume peaks their interest, they will want to learn more about you (e.g., leads to an interview)
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Why create a resume?

- Scholarship applications
 - College admissions
 - Employment
 - *What else may a resume be good for?*
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What does your resume say about you?

- Name, address, phone
- Objective
- Education
- Work Experience
- Skills
- Extracurricular Activities
 - Clubs
 - Sports
 - Volunteer Activities
- Honors and Awards
- References

Objective Statement

- An Objective Statement is a short statement that describes what you want.
- While your overarching goal, for example, may be to get a job, your resume statement may state that you want a job in customer service.
 - Example Objective Statement:
 - To obtain a full-time job working in customer service.

Entering Information

- Enter only information that happened while in high school
- Enter information starting with activities you've done most recently ending with things you have done in 9th grade
- Make sure you include any leadership positions you've held or activities you helped organize
- Don't forget to include your participation in the New Pathways for Youth program

For Example...

- Work Experience

- YMCA

- Position: Summer Youth Camp Leader

- Dates Worked: May 2018 – August 2018


- Description:

- Led arts and crafts workshops for groups of 8 to 10 year olds


- Monitored groups of up to seven children on weekly field trips

- Made sure campers were dropped off and picked up safely

Skills and Interests

- Here are some examples:
 - Love to work with children
 - Can create attractive posters and flyers using graphic software
 - Able to follow written instructions
 - Good with Microsoft Word, Excel, and PowerPoint
 - Lifeguard certificate
 - CPR Certified
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Resume Writing Guide

- Take a few minutes to read through the resume writing guide
 - Begin filling in some information
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Questions?

