

## RESUME

A resume is a one-page summary of your skills, accomplishments, experiences and education. It is designed to grab an employer's interest and get you an interview. It is your "personal poster" or "web page" telling about yourself and why you are qualified for the job.

Since most high school applicants will not supply employers with a resume, those that do will gain an immediate edge by appearing more motivated, mature and professional in their approach. Students who develop a resume in high school will be more comfortable documenting their experiences during college and more prepared to apply for jobs or internships as they become available.

### Tips for Completing your Resume

- Always prepare a well-organized, easy-to-read typed resume (hand-written resumes are not acceptable)
- Show your best attributes and skills so the employer will want to meet you
- Be honest about what you list
- Make sure your resume is error free: check for correct spelling and grammar
- **Include all of your Activities** – Since most high school students haven't held many jobs, it will be important to draw upon all aspects of your life which show you have the right character, work ethic, skills and personality to succeed in a job. This means that your resume will likely be devoted more to school activities, volunteer work, academic and athletic pursuits than actual paid employment.
- There are many resources for resume writing on the Internet. Search high school resume samples.
- There are resume templates available in Microsoft Word.

**You can come to the Career Center to type and print your resume. Mrs. Aguiar can help with questions.**