

RESUME BUILDING 101:

how do I make myself sound awesome?

Writing a resume can be stressful, but it doesn't have to be! When you know who you are and feel confident in yourself, it's a piece of cake! Let's look into what employers look for and how to sound great on paper!

1. CONTACT INFORMATION:

! This goes at the top of your resume!

Name (first & last, middle initial is optional): _____

Mailing Address (street, city/state, zip code): _____

Phone Number: _____

Email Address: _____



REMEMBER: NEVER LIE ON YOUR RESUME!



2. A BRIEF BIO:

! This is about you, have confidence in yourself.

Write 1 - 3 sentences about yourself, your values and one goal you plan to achieve using your skills:

I am _____

? ABOUT ME?

Use adjectives to describe yourself. Think positive words like: passionate, detail-oriented, strategic, resourceful, diligent, ambitious, creative, personable, perceptive, etc.

4. EDUCATIONAL BACKGROUND:

! Where do you go to school?

High school (full name): _____

City/State: _____

Grade Level: _____

GPA: _____

3. SKILLS:

! What are you good at? Everyone is good at something!

List 3-4 skills that you are good at & write 1 sentence about how you use them to be successful in your work:

1 _____

2 _____

3 _____

4 _____



SKILLS LIKE...

- Communication skills
- Teamwork skills (athletes/clubs)
- Organizational skills
- Academic skills
 - (English/Mathematics/Science etc.)
- Technical/computer skills
 - (Microsoft Word, Excel, PPT, Adobe Photoshop, FL Studio)
- Special talent skills (music theory, dance, graphic design, photography, etc.)

RESUME BUILDING 101:

how do I make myself sound awesome?

5. EXPERIENCE POINTS:

! Job experience, Community Service, Leadership

Write down an experience where you have worked, done community service, lead or participated with a group of people (it can be something big or small; think sports, church, afterschool clubs for example).

EXPERIENCE 1

Organization: _____

City & State: _____

Dates Worked: _____ (example: June 2021-July 2021)

Role/Position: _____

Duties:

- _____
- _____
- _____
- _____
- _____

EXPERIENCE 2

Organization: _____

City & State: _____

Dates Worked: _____

Role/Position: _____

Duties:

- _____
- _____
- _____
- _____
- _____

EXPERIENCE 3

Organization: _____

City & State: _____

Dates Worked: _____

Role/Position: _____

Duties:

- _____
- _____
- _____
- _____
- _____



ACTIONS SPEAK LOUDER...

When describing what you have done or currently do with the organization, use **ACTION words** and format them into short bulleted lists. For example, a student worked as a cashier at a retail store. Instead of saying:

I worked as a cashier at Target and helped with customer service and inventory.

Try saying it like this:

- Implemented new customer service strategies, increasing customer satisfaction by 9% in 6 months.
- Resolved customer complaints & provided product information.
- Managed backup inventory ordering & shelf stocking.

Notice the change in language. Action verbs give the reader a clear understanding of what you have done or currently do at your job/organization, while bulleted lists are concise & professional. Be sure to remember your past & present tenses when writing. You can find more action verbs for your resume using a simple Google search!

NEXT STEPS

- Now that you've created your resume framework (yay!), the next step is to create your 1st draft. You can use Microsoft Word, Canva.com or Resume.io for quick resume templates. Be sure to proofread and edit your resume often!