

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.)

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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!

Portfolio

What is a Portfolio?

A portfolio is a compilation of a student's academic achievements and experience. There are many different styles of portfolio's depending on your post secondary plan. It is best practice to save too many things for your portfolio rather than not enough. You can always remove artifacts later if you deem them irrelevant, but it is hard to go back and find old ones or attempt to recreate them.

High school portfolios include a wide range of examples of student achievement and experience. These things could include, but are not limited to:

- Samples of student work
- Records of experience such as volunteer hours, work experience, sporting events, club involvement, job shadows, internships, etc.
- Samples of essays or creative writing assignments
- Photos of projects, art work, or any creative works
- List of 3 references
- Recommendation letters
- Career assessments and/or skill discovery results
- Resume
- Most recent transcript

Why a Portfolio?

Portfolios are a very effective method of communicating who you are, and what you can do. Your portfolio should give the recipient a better understanding of what you have accomplished and what your future goals are. Everyone's portfolio will be different. Presenting your portfolio in person, and talking about the artifacts it contains, adds reinforcement and credibility to your words. A strong portfolio could greatly aid you in getting a job, scholarship, grant, admittance to a post secondary institution or trade program.

Student Name: _____

RECOMMENDATION LETTER REQUEST FORM

Today's Date: _____

Date Letter needed by: _____

Classes in which I taught you, the year, and your overall grade:

Schools you are Applying to:

Program Applying to:

→

→

→

→

What are some adjectives you would use to describe yourself? Briefly explain each.

When finished with the letter, I should...

- Submit to guidance
- Give to you in a sealed/signed envelope
- Send to specific individuals

What are two (or more) things you would like the person(s) receiving this letter to know about you?

List any work experience or extracurricular activities (sports, jobs, clubs)

Current GPA:

Intended Profession:

Awards and Honors (give dates):

Strengths and Weaknesses you try to Overcome:

What are your goals for college and the future? Consider careers and life goals.

Which courses have you enjoyed most? Why?

What positive factors (personal, family, summer experiences, teacher interactions) contributed to your academic performance/

Which courses have given you the most difficulty? Why?

What else should I know?

Mock Interview Questions

1. Tell me about yourself.
2. What are your short term and long term goals (career or education specific)?
3. What are your greatest strengths and weaknesses?
4. Why should I hire you?
5. If you've had a job before, tell me about your last supervisor.
6. Describe a time when you and a team member (colleague, teacher, classmate, etc) had a disagreement- how did you resolve it?
7. Describe a situation when you needed to take initiative.
8. How do people describe you?
9. How do you work under pressure?
10. Describe your ideal job.

Please feel free to ask any other interview questions that you find beneficial.

Mock Interview Evaluation

Student:

Interviewer:

Rate the interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas.

1. Greeted interviewer	1	2	3	4	5
2. Maintained eye contact	1	2	3	4	5
3. Did not fidget	1	2	3	4	5
4. Listened closely to questions	1	2	3	4	5
5. Answered questions concisely and completely	1	2	3	4	5
6. Emphasized examples	1	2	3	4	5
7. Displayed enthusiasm	1	2	3	4	5
8. Focused on Strengths	1	2	3	4	5
9. Kept the interview positive by not using negative examples	1	2	3	4	5
10. Asked appropriate questions	1	2	3	4	5
11. Spoke clearly and was audible	1	2	3	4	5
12. Thanked the interviewer	1	2	3	4	5
13. Overall	1	2	3	4	5

Additional feedback- things that went well, areas to improve on:

INTERVIEW CHEAT SHEET

COMPANY:	POSITION:
DATE:	TIME:
PLACE:	WHO I'M MEETING:
INTERVIEWER(S):	

WHAT I LOVE ABOUT THE POSITION

QUESTIONS TO ASK

SKILLS I BRING

ACCOMPLISHMENTS TO HIGHLIGHT

REMINDERS

POST-INTERVIEW NOTES

WHAT I LOVED

FOLLOW-UP NEEDED

RED FLAGS

THANK YOU'S SENT