

WHY SHOULD I HIRE YOU? CREATING A RESUME

What is a resume?

- A resume is a one-page document that tells an employer why she should hire you.

Why should I use a resume?

- A resume may help you get a job interview. It shows the employer that you are organized and serious about wanting the job.
- A resume summarizes information about your education and work experience. You will be able to answer questions calmly and accurately during a job interview because you have already organized your thoughts and experience on your resume.

Where on the resume do I include information about me?

- Objective: "To [describe the contribution you want to make to the company first], as a _____ [state the job/position you are seeking last].
Example Objective: To increase website traffic and company growth using social media skills as a digital marketing specialist.
- Education: Name of high school with month/year you will graduate and GPA; specialized courses; other courses taken off-campus
- Work Experience: paid jobs
- Volunteer Experience: school, community, church, clubs, etc.
- Skills: computer programs mastered; certificates earned, languages spoken, etc.
- Accomplishments: awards and honors
- References: persons over 21 years of age, not related to you, who will speak well of you when contacted by a potential employer. Always ask for permission before listing someone as a reference on your resume. Usually you will include three references, but for this resume, just include the name, address and phone number, and then type the words: "Additional references available upon request".
- Make sure your resume has at least five categories, starting with "Objective" and ending with "References" with "Education" and at least two other categories in between.
- Other categories you might add on an entry-level resume: Extracurricular Activities; Hobbies and Interests; Leadership Skills

Use a resume template to type your resume:

- <https://www.youtube.com/watch?v=Pd1xCcLQA-c>
- Follow the instructions on the above youtube video to find a template on google drive
- Office 13: Open a Word Document and click on "New" then search for "Basic Timeless Resume Template".
- Office 10: You will need to type your own **CATEGORIES (CAPITALIZED AND BOLDED)**.

How can I make my resume look and sound more "professional"?

- The resume should fit on one page.
- Avoid using personal pronouns: I, me, my, we, you, etc.
- Cut excess words.
- Use strong "power" verbs to tell what you have accomplished such as: *achieved, coordinated, created, designed, developed, discovered, improved, increased, influenced, initiated, launched, led, managed, motivated, organized, produced, proposed, reduced, resolved, solved, supervised, trained, won*
- Use strong, concrete words to describe yourself such as: *capable, competent, innovative, qualified, resourceful, flexible, problem-solver, team-player; responsible; effective communicator*
- Place dates (Month and Year) in the same place in each entry
- **Be sure the resume is free of spelling and punctuation errors.**

RESUME SCORING RUBRIC	4	3	2	1
Spelling/ Punctuation	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling.	Writer makes more than 4 errors in grammar and/or spelling.
Format	Fits on 1 page; includes at least 5 sections: Objective, Education, 2 Student Choice sections, References	Complies with almost all the requirements for a resume. Missing:	Complies with several of the requirements for a resume. Missing:	Complies with less than 75% of the requirements for a resume. Missing:
Language	Strong action words used to describe ALL skills No "I, my, me, etc." Objective focuses on ways your skills will benefit the company	Action words were used to describe ALL skills.	Action words were used to describe most skills.	No evidence of action words were used to describe skills.