

RÉSUMÉ WORKSHOP

Mrs. Lott

WOODCREEK COLLEGE & CAREER CENTER



WHAT IS A RÉSUMÉ?

A DOCUMENT USED BY A
PERSON TO PRESENT THEIR
BACKGROUND AND SKILLS



WHY DO YOU USE A RÉSUMÉ?

To provide a better sense
of who you are and what
you're about so that you
can *hopefully* get an
interview!

WHAT IS THE AVERAGE AMOUNT OF TIME THAT AN EMPLOYER TAKES TO REVIEW A RÉSUMÉ?

A. 2-3 minutes

B. 1-2 minutes

C. 45 seconds

D. 20-30 seconds



CHOOSE YOUR
INFORMATION
CAREFULLY!



YES, YOU DO!

BUT I DON'T HAVE ANYTHING TO PUT ON MY RÉSUMÉ...

WHAT TO PUT ON YOUR RÉSUMÉ:

→ **Your Name & Contact Info**

→ **Objective**

→ **Current Education**

→ **Future Educational Goals**

→ **Work Experience**

→ **Skills**

→ **Extracurriculars**

- Clubs, sports, art, music, etc

→ **Volunteer Experience**

→ **Program Participation**

→ **Interests/Hobbies**

→ **References**

- Not totally necessary

GET CREATIVE!

WORK EXPERIENCE

Have you...

- Babysat?
- Mowed neighbor's lawn?
- Helped siblings with homework?
- Cared for a pet when the owner was away?
- Built or repaired something for someone else?

SKILLS

Things to Consider...

- Second language
- Knowledge of Microsoft Word, Excel, PowerPoint, Google Apps
- Technology-savvy
- What are your best traits?
 - Pick 3: Hardworking, independent, diligent, reliable, problem-solver, positive attitude, honest, friendly, etc

LET'S TAKE A
LOOK...

ALEX RUDLOFF

321-555-5555

555 Main Street - Suite #321 - Satellite Beach, FL 32937 - USA

feedback@emurse.com

OBJECTIVE

Interested in a paid summer job working up to 20 hours a week.

EDUCATION

Central Florida High School, Orlando, FL, (expected) 2010

High School Diploma

COURSE WORK

- Electives: Art, Computer Science
- Activities: Marching Band, JV Baseball, Student Government

SKILLS & INTERESTS

- Microsoft Word, Excel, PowerPoint
- Excellent with Internet Explorer, Firefox
- Self starter and quick learner
- Safe, licensed driver
- Able to follow instructions
- Love working with others
- Enjoy traveling, new experiences

COMMUNITY SERVICE

The Haven for Children, Top Secret, FL

2007 - 2009

Volunteer

- Assisted with 2009 Fundraiser, a celebrity gold tournament. The event generated record-high donations.

GOALS

- Planning to pursue a Computer Science degree in college
- Run for student government office in Senior year

FIRST JOB RÉSUMÉ

#1

FIRST JOB RÉSUMÉ

#2

Jane Smith
12 Huttleston Avenue
Fairhaven, MA 02719
(508) 979-4120
123-45-6789
jsmith@hotmail.com

DO NOT PUT YOUR
SOCIAL SECURITY NUMBER!

Academic Record:

- Fairhaven High School
Fairhaven, MA 02719
- Ranked 22 out of 166
- GPA: 3.03 on a 4.0 Scale

NOT NECESSARY - JUST LIST YOUR
SCHOOL NAME & GRADE LEVEL

Honors and Distinctions:

- National Honor Society 11, 12
- John and Abigail Adams MCAS Scholarship
- Wellesley Book Award
- Perfect Attendance 9, 11

School Activities and Leadership:

- Umass Dartmouth Leadership Conference 11
- Girl's Tennis Team 9,10,11,12
- Co-Captain 12
- Cross Country Team 11, 12
- Class Treasurer 10, 11, 12
- FHS Drama Club 9, 10, 11, 12
- Yearbook 12

Community Service:

- Interact Club 10,11,12
- Peer Pal 10
- CCD teacher for the last 4 years
- Good Shepard's Food Pantry for the past 2 years
- American Cancer Society Relay for Life for the past 5 years. Team Co-Captain last 2 years.

Employment:

- Baby sitter 2002-present
- Cashier Wal-Greens Pharmacy 2004-present

Other Interests/Activities:

- Travel Mexico and Canada
- Guitar lessons since 1999
- Swimming, playing music, writing, reading, running, vacationing with my family

RÉSUMÉ DOS

- Keep the length to one page
- Use one font for the entire document
- Use short, concise sentences/statements
- List in reverse chronological order



RÉSUMÉ DONT'S

- Don't overuse pronouns
- Don't use contractions
 - can't, won't, don't
- Don't tell your whole life story
- Don't put SSN

