

Guide to Preparing a Résumé

What is a Résumé?

A résumé is typically a one-page summary of your skills, accomplishments, experiences, and education. Its purpose is to capture an employer's interest so that you will be invited for an interview. The résumé is an advertisement for and about you, the applicant. There are many different styles of résumés. Listed below are some guidelines for completing a résumé.

Guidelines for Preparing a Resume:

Personal Information

Name - Use larger, bold font and bold type, but don't make it look too massive.

Address - Give an address at which you always will be able to receive mail.

Telephone - Give a number where you can be reached and where the outgoing message is appropriate for an employer to hear.

Email - List an Email address if you have one and if you check it daily.

Objective

This is a simple and clear statement of the kind of position you are seeking. If you are interested in more than one field, create more than one résumé or leave it general enough to be considered by multiple employers.

Experience

List any paid or volunteer work experience starting with your job title and continuing with the business name, address, and type of business. List the work duties for each job.

Education

Name the school you are currently attending. Give your planned year of graduation or state your current grade level. Identify any courses you are taking that may be related to the position.

Skills, Abilities, and Interests

This section should grab the employer's attention and show that you have the skills and motivation to do the job. Using bullet statements, list any skills related to the position for which you are applying and any personal qualities that demonstrate that you are suited for the job. Your interests may also be reflected in this section.

Examples of Skills:

- Write and edit HTML code
- Type 35 words per minute
- Operate *Adobe Illustrator*
- Write clearly and accurately

Examples of Personal Traits:

- Diligent worker
- Punctual at work and school
- Motivated to do my best
- Good listener and learner

References

Do not list references on your résumé. Create a separate list containing information about individuals who know you well but are not family members. It should include full name, address, and phone number. This list should be furnished upon employer request.

Sample Résumé:

RICH SMITH

54321 Main Street • Any City, State 98765
Phone: (123) 456-7890 • Email: me@mycompany.com

OBJECTIVE

To obtain an internship with an organization that will provide valuable hands-on training and work experience, and will assist me in determining my future career path.

EXPERIENCE

2003-present Sam's Video Rentals 123 Any Street, City, CA

Customer Assistance

- Assist customers in making video selections.
- Market and sell memberships.
- Operate cash register and assist with sales reporting.

2002-2003 Babysitting Services City, CA

Babysitter

- Provided childcare to more than ten neighborhood families.
- Completed babysitting training course that included first aid and CPR.
- Worked special events, such as weddings and birthday parties.

2001-2002 Landscaping City, CA

Gardner

- Maintained flower and vegetable beds.
- Performed lawn mowing, and tree and bush trimming.

EDUCATION

2002-2005 San Geronimo High School City, CA

Currently a Senior with a 3.0 GPA.

- Highlights include Varsity Basketball, Honors Physiology, and Guitar Club.

SKILLS AND INTERESTS

- Computers: Mac and PC - *MS Word, Excel, PowerPoint, and HTML.*
- Art: Photography, painting, and drawing.
- Community Service: Weekly volunteer with Meals on Wheels.

References are available upon request.