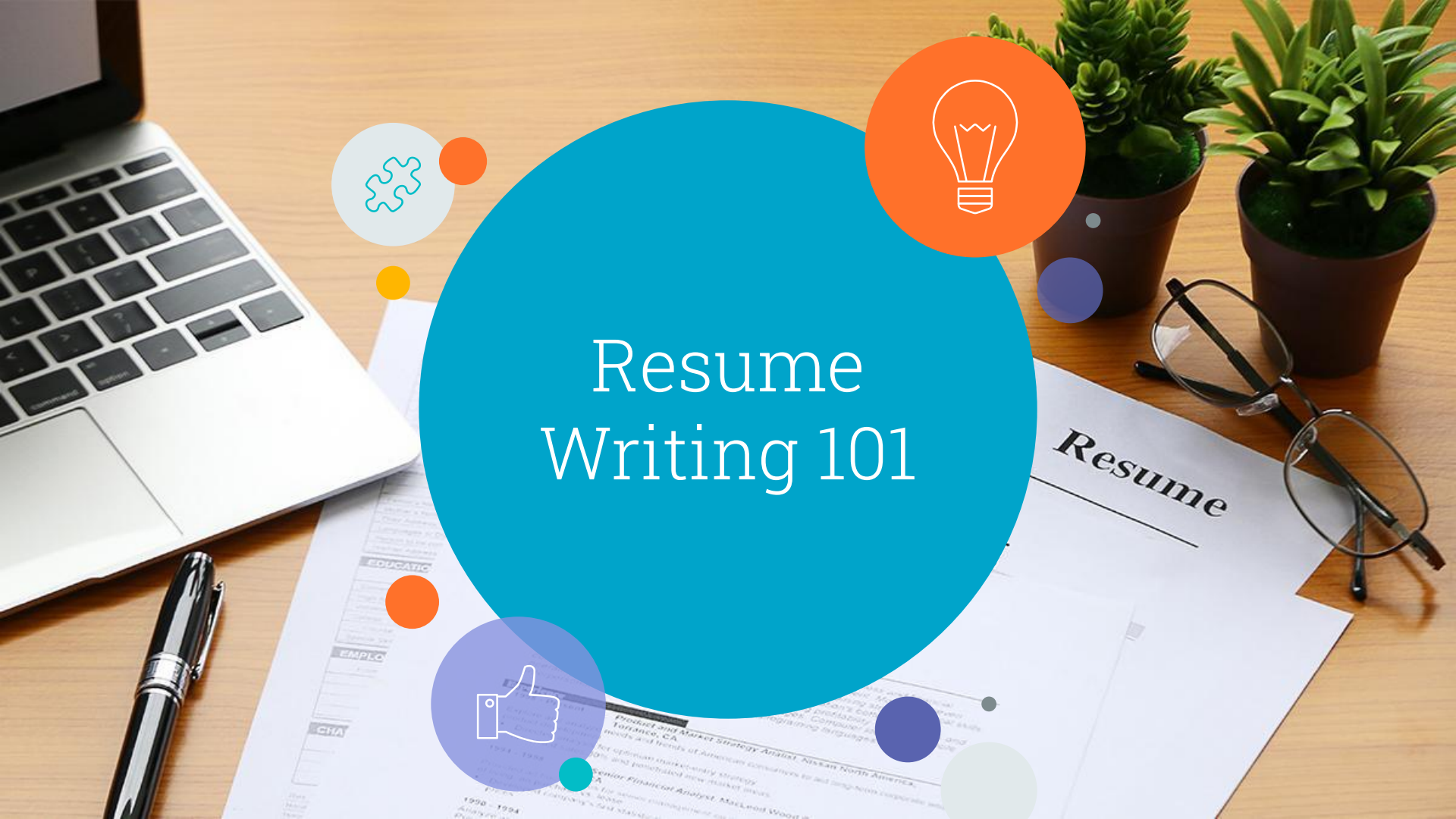


# Resume Writing 101



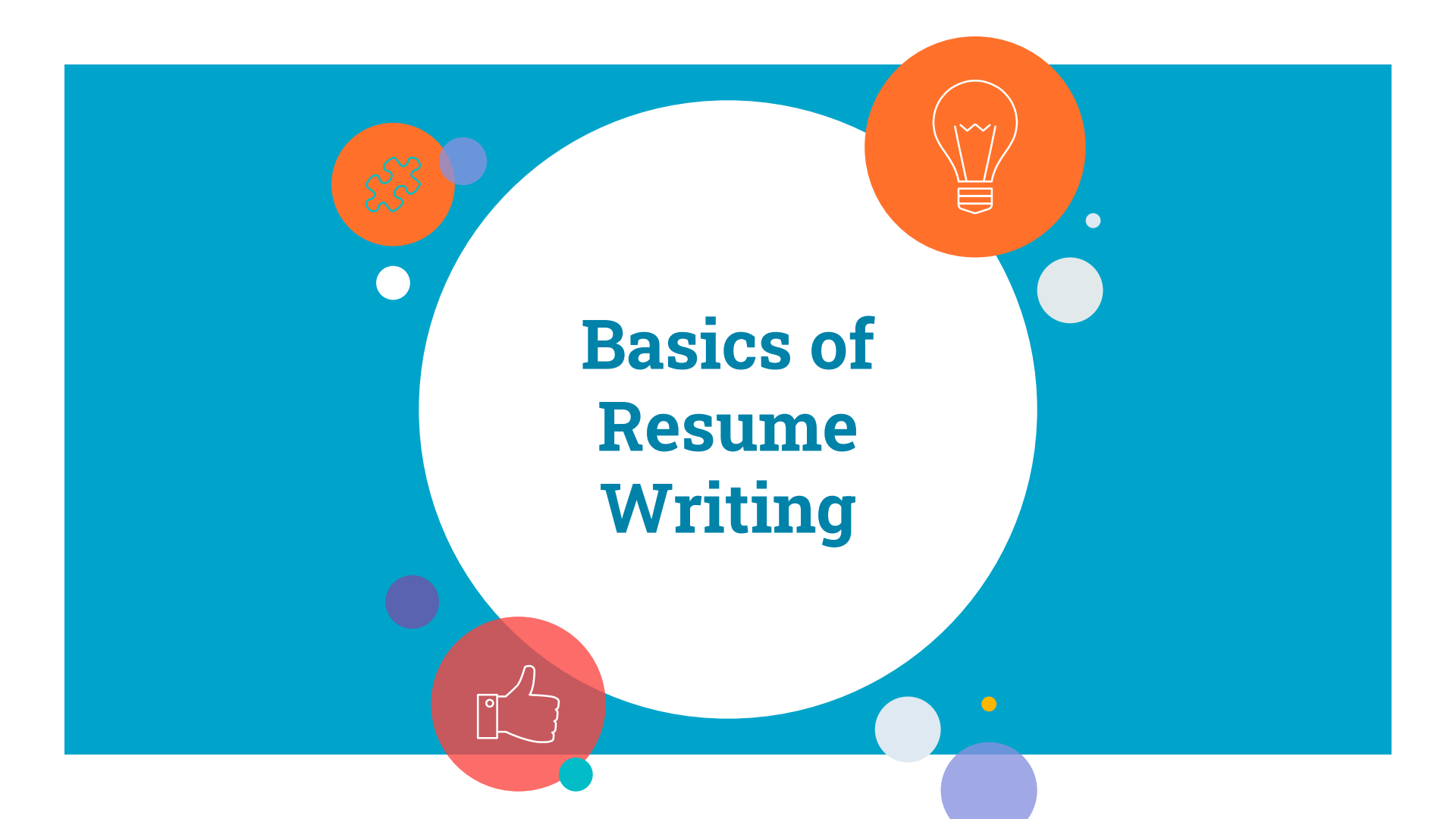
Resume





# Breakout Rooms

- What is one thing that everyone in your group has in common?
- What is one thing everyone in your group does *not* have in common?



# Basics of Resume Writing

## BIG QUESTIONS

1. What is the **purpose** of a resume?
2. What **experiences** do I think are important to include?
3. What are my specific **skills, abilities, and talents**?
4. What do I plan to use this resume for?

## Brainstorming Process



# Basic Info & Formatting



Basic Information	
<b>Contact Information</b>	Name, Address, Phone Number, Email
<b>Education</b>	School, Graduation Years
Formatting	
<b>Length</b>	One page
<b>Fonts</b>	10-12 pt; easy-to-read fonts (Arial, Times New Roman, Garamond, etc.)
<b>Order</b>	Reverse chronological (most recent <i>first</i> )



# Quick Check

Out of the three **contact information** headers, which one would you use?

1

**Jesse Jackson**  
518 Ocean Rd  
Narragansett, RI 02882  
(888) 888-8888  
jessejellybeans@gmail.com

2

Jesse Jackson  
518 Ocean Rd  
Narragansett, RI 02882  
(888) 888-8888  
jesse.jackson@gmail.com

3

**Jesse Jackson**  
518 Ocean Rd  
Narragansett, RI 02882  
(888) 888-8888  
jesse.jackson@gmail.com

# Sections of a Resume



Contact Information



Education



Experience



Honors and Awards



Skills

What is a past or present experience that **you** would put in your resume?





# RESUME THESAURUS

Rather than using the same action verbs repeatedly on your resume, use the list below to find alternatives.

<b>Accomplish</b> Complete Finish	<b>Calculated</b> Computed Estimated Figured	<b>Designed</b> Arranged Created Planned	<b>Evaluated</b> Appraised Assessed Classified	<b>Initiated</b> Commenced Introduced Launched	<b>Planned</b> Designed Devised Organized	<b>Surpassed</b> Exceeded Excelled
<b>Achieved</b> Executed Reached Realized	<b>Completed</b> Concluded Finished	<b>Developed</b> Created Expanded Planned	<b>Expanded</b> Developed Elaborated Increased	<b>Integrated</b> Coordinated Incorporated Unified	<b>Presented</b> Addressed Directed	<b>Taught</b> Instructed Trained
<b>Adapted</b> Accommodated Adjusted	<b>Composed</b> Comprised Created Formed	<b>Enhanced</b> Deepened Heightened Intensified	<b>Fostered</b> Cultivated Encouraged Promoted	<b>Lead (led)</b> Conducted Directed Guided	<b>Provided</b> Supplied Transferred	<b>Updated</b> Refreshed Renewed
<b>Advised</b> Conferred Consulted	<b>Consulted</b> Advised Conferred	<b>Established</b> Constituted Created Instituted	<b>Implemented</b> Completed Fulfilled Performed	<b>Maintained</b> Provided Supported Sustained	<b>Researched</b> Investigated Probed	<b>Used</b> Applied Employed Utilized
<b>Assessed</b> Appraised Evaluated	<b>Coordinated</b> Accommodated Arranged	<b>Estimated</b> Appraised Approximated Assessed	<b>Increased</b> Expanded Heightened Raised	<b>Managed</b> Conducted Directed	<b>Revised</b> Redrafted Restyled Rewrote	<b>Won</b> Accomplished Achieved Attained
<b>Audited</b> Analyzed Examined Inspected	<b>Created</b> Composed Generated Produced			<b>Oversaw</b> Overlook Supervised Surveyed	<b>Studied</b> Examined Inspected Surveyed	<b>Worked</b> Handled Operated Performed





# Google Jamboard!

Can you put these  
resumes in the right  
order?

**Lisa Sample**  
6 Lake Street, Kirkland, Wa. 98036  
lisa.sample@example.com  
cell: 555.123-1234

## EDUCATION

**Lake Washington High School, Kirkland, Washington**  
2011 – Current (Expected graduation June 2013)

## EXPERIENCE

**Sales Associate, The Popcorn Store** June 2011 – Present  
Bellevue Mall, Bellevue, Washington

- Maintain and restock popcorn inventory.
- Provide friendly customer service.
- Achieved top sales person (August 2011)
- Handle customer payments and refunds.

**Child Care** 2007 – Present  
Multiple Families, Kirkland, Washington

- Provide childcare for several families after school, weekends and during school vacations.
- Actively engage children in age appropriate activities from reading, playing board games to playing outdoors. Ensure children are safe and in sight.
- Prepare snacks and meals and cleaning up afterwards.
- Support students in completing their school homework on time.

## ACHIEVEMENTS

- National Honor Society: 2008 - 2012
- Academic Honor Roll: 2010 - 2012
- Kirkland Youth Council: 2009 - Current
- Big Brother / Big Sisters: 2010 – Current
- Susan G. Komen Race for the Cure, 10k run Spring 2012
- 

## INTEREST/ACTIVITIES

- Lake Washington High School Tennis Team
  - Junior Varsity, 2010 & 2011
  - Varsity, 2012
- Piano: 2000 – Current

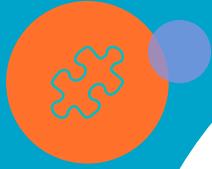
## COMPUTER SKILLS

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

# Example Resume

- ❑ What is this student doing **well** in this resume?
- ❑ What could this student **improve** on?

# Resume Review



# Resume Checklist



Contact  
Information



Experiences



Awards and  
Honors



Education



Action Verbs



Skills



# Next Steps

Draft a resume:

- We're here to offer our feedback! :)
- Supplemental worksheet

Questions to consider:

- What type of applicant do I want to present myself as?
- What experiences do I want to include?

# Thank you!

We appreciate your time  
and attention!

