

Career Pathways – Lesson One: The Resume

- By the end of the lesson you should...
 - Know and explain the purpose of a resume
 - Identify skills and abilities to put on a resume.
 - Create a simple resume for use with job (full-time and/or part-time) applications

Terms to know/Glossary

Resume – one-page document highlighting abilities

Job Poster – person or business posting the job

Job Seeker – person seeking a job

Applicant – person seeking/applying for a job

THE RESUME:

The *resume* is used by *job posters* to determine whether an *applicant* is a good fit for the position. The resume will quickly show the *job poster* whether the *job seeker* (or *applicant*) can accomplish the requirements of the position.

A resume is made up of several major sections:

- Applicant Contact Information
 - Contains name and contact information for the applicant – this includes a valid phone number with a voicemail system, an email, and mailing address.
- Experience
 - Showcases previous work experience and volunteer experience of applicants
- Education
 - Showcases applicant's education history (High School and Up)
- Other Skills and Abilities
 - Allows applicant to highlight other skills and abilities that could illustrate their qualifications for the posted position

The Resume in Detail

During the first round of reviewing applications for the posted position a job poster will only look at a resume for seven (7) seconds. During these seven seconds the poster will decide whether to reject the candidate or review them further. To ensure success the applicant should submit a resume that is clean, easy to read, with information quickly noticeable.

Attachment #1 Contains a sample resume for you to review. As we explore and explain the different sections of a resume it may be worthwhile to refer to this document to gauge and assess understanding. Attachment #1 was created to illustrate a high-school level resume. This will have several differences from a post-high-school/professional resume – as explained at the end of the lesson.

General Resume Guidelines:

- Stick with an easy to read, simple font. A resume is not the place to use fancy or silly fonts.
- Keep font size standardized – you may slightly increase font size to differentiate section headers, but the bulk of the font in a resume should stay the same size.
- Not every resume has to look the same, or follow the same order – but always make sure it is easy to read!
- Check, Double-Check, and Triple Check for spelling or grammatical errors. Often, these will result in immediate disqualification from the position!
- Keep your resume to one page
- Resume should be submitted as a .PDF file – unless otherwise stated.

Section One – Contact Information

- Contact information should be at the top of the resume, as well as simple and quick to read.
 - Name, Mailing Address, Phone, and Email
- Most often center-aligned
- Most resumes slightly increase the font size of applicant's name
- Phone number should have access to a voicemail messaging system
- Email – should be a professional email (namelastname@email.com) or a school email. Personal emails should be avoided.
 - Bballuvr247@aol.com and the like is a no-go – make a new email or use a school email address.

The order of the following sections is up to the owner – some may prefer to put experience first, while others may prefer education. When in doubt put experience first.

Section Two – Experience

- List previous work experiences from starting with your most recent first. (descending order)
- Work experience posting should include:
 - Job Title, Business Worked for (if self-employed you may put “Self-Employed”)
 - City, State
 - Dates Worked (Month, Year – Month, Year) or (year – Year) Be as precise as possible!
 - If still employed at location use the word “Present” (June 2017 – Present)
 - Duties Performed/Achievements/Projects (List form)
 - Keep it simple and brief – a bulleted list kept to a couple bullets per position is more than enough.

Section Three – Education

- School attended and dates attended.
- If still attending, use the phrase “Present” (example: 2020 – Present)

Section Four – Skills and Abilities

- Any special skills or abilities that might make you a more compelling/interesting applicant should go here.
- Languages are a huge plus – only place on a resume if you are a fluent speaker!
- If you have any other talents or skills (computer skills, experience with particular programs, etc.)

What follows are often optional, but can be included:

- **Achievements/Activities**
 - Often used on resumes for students, one can highlight any awards received with in the past few years, as well as any achievements.
 - May want to highlight any sports played or clubs that you participate in.

Check your Abilities:

Using Attachment #2 (Fill-in-Blank Resume) create your own resume. Or, try making one from scratch in a word processing program. Submit this for someone to look over!

Final Thoughts: *As you grow older so will your resume – you’ll gain new experiences, and new skills. A resume is an ever-changing document – you may eventually remove sections, or add new ones. A professional resume will reflect that – chances are if your applying for a job as a lawyer you probably won’t have your 9th Grade Talent Show award on there!*

Attachment #1 - Sample Resume

John H. Fake

367 Fake Address

Auburn, Maine 04240

555.555.1234

johnfake@fakemail.fake

Experience

Pet Sitter, Self-Employed

Auburn, Maine

2018 – Present

- Provided pet sitting services including walking, feeding, and play time.

Volunteer, Big Brother / Big Sisters

Auburn, Maine

Fall 2019

- Handled paper work and general office work for main office.

Education

- Edward Little High School, Auburn Maine
- 2019 – Present

Skills and Abilities

French – Fluent – Native Speaker

Achievements/Activities

- Honor Roll
- Attendance Award
- Varsity Football
- Chess Club

Attachment #2 – Fill-In-The-Blank Resume

Name

Address

City, State Zip Code

Phone Number

E-Mail

Experience:

Title

Place Employed

City, State

Date (Month Year)

Ended (Month Year)

- _____

- _____

Activities/Awards:

- _____
Sports
- _____
Clubs
- _____
Organizations

Skills:

- _____
- _____

Education:

Name of School

City, State

Class of...