

## What is a Resume?

Resumes are just what people use to get jobs, right? Wrong!

A resume is used for much more than just getting a job. A high school resume is important because it can help you:

- Keep track of your education and work experience
- Recognize your skills, interests, and accomplishments
- Save time by attaching your resume to application forms instead of filling out the forms completely
- Make informed college and career choices
- Feel good about yourself and what you have done.

Your resume should be a one or two pages in length and give a summary of your high school courses, grades, academic honors, extracurricular activities, sports participation, work experience, volunteer experience, and special skills.

To prepare a successful resume, you need to know how to review, summarize, and present your experiences and achievements on just one to two pages. This assignment will help you outline your achievements briefly and concisely.

### Resume Types

When preparing to write your resume, it is very important to select the type of resume that best suits you and presents your experience and skills in the best light.

Review the resume types listed below to choose the resume type that will work the best for you.

#### Chronological Resume

A chronological resume is a comprehensive resume not targeted in a specific direction as it would be if you were pursuing a particular career. It is a complete presentation of your qualifications. It lists many items, including the following:

- Important academic courses and workshops
- Good grades
- Sports and other activities
- Honors and awards
- Work-study programs and internships
- Service learning
- Employment

This type of resume may also include a short section that summarizes your skills. You should list your most significant and special skills. This skills section can help you stand out.

### **Targeted Resume**

A Targeted resume highlights the skills and experiences you want to promote to a potential employer or admissions representative. You may not realize it, but you do have skills that can be highlighted. You have developed these special skills in many ways, including the following:

- School courses
- Family experience
- Work experience
- Internships
- Volunteer activities
- Extracurricular activities
- Reading
- Interests and hobbies
- Sports
- Travel
- Friendships
- Study habits

A targeted resume includes a detailed summary of your skills. The skills are targeted to a specific position or type of training. Key words are used to catch the employer's attention and to show that you know the terminology that is used in a particular job.

### **Content of Resume**

Every resume, no matter the type, will include the following kinds of information:

#### **1. Personal Information**

- Name
- Address
- Telephone number
- Fax Number
- E-mail Address
- Social Security number (optional)

#### **2. Employment Objective**

- Write only one objective statement per resume. The objective should state what position you are applying for. It is a good idea to write the objective to aim toward the employer's job duties and needs.

### **3. Education**

- List your latest degree here (once in college avoid putting high school information). May also include academic awards and certificates here.

### **4. Work Experience**

- Begin with your most recent employment and continue backward to report your work history. Include dates of employment, employer name, address and telephone number, job title, and a brief description of duties and responsibilities.

### **5. Other Experience**

- List experiences you haven't gotten paid for, such as volunteer experience, internships, and job shadows. These experiences should relate to your Employment Objective.

### **6. Specific Skills**

- List specific skills such as computer skills, communication skills, organizational skills, etc.

### **7. Extra-Curricular Activities**

- List any clubs, sports or other activities/hobbies you have been involved in that will reinforce your Objective.

### **8. Awards, Accomplishments, Certificates, etc.**

- List any academic awards, volunteer awards, certifications or accomplishments that you have made.

### **9. References**

- Most resumes should be about 1 page long so providing resumes upon request is the preferred method. At least 3 references are suggested.