



I – Introduction

A resume, no matter how good, will not get you a job by itself. However, a good resume will attract the attention of the hiring manager and secure a job interview. The purpose of a resume is to disclose your accomplishments and qualifications to a potential employer. If the employer likes what she sees, she will contact you for a face-to-face meeting.

Think of your resume as a promotional brochure about you. You need to show a potential employer what you have accomplished and where

your experience lies. Your strategy should be to emphasize the experience and skills that a particular employer is looking for.

Your resume is also an example of your communication and organizational skills. A well done resume is itself another reminder of what kind of valuable employee you would be. Likewise, a sloppily produced resume is a terrific way to get yourself taken out of the running before it even starts.

There is a lot of information available on resumes and resume writing – some of it contradictory, but most of it useful. Our advice is to find a good book on resumes and learn the fundamentals of resume writing. Try and stay with the most current material you can; resume advice follows trends. The Internet is home to plenty of free advice and information, but in most cases that information will be less detailed than a good resume guide.

I – Activity

1. First, consider your audience. Will you be sending your resume to potential employers or to college admissions boards?
2. Think about the experiences you have had in high school. Write down the headings: *Academic Achievements*, *Extra-Curricular Activities*, *Volunteer Experiences*, *Work History* and *Awards & Honors*. List all of your accomplishments under the appropriate heading. At this point, include everything you can think of. No experience, honor, etc. is too insignificant.
3. Give your lists to one or two of your classmates. Ask them to mark the items in each category that they think are most impressive. Then, review your own notes. Decide which information you want to keep and which you want to discard.
4. Finally, organize the remaining items under each category from most to least impressive. (If you have an extensive work history, you might want to organize this category chronologically.)
5. Now you are ready to begin formatting and writing your resume. Please continue on to the next activity.