

SMS Resume Writing

Career Lesson #1

Goal: Write (or update) a Resume as a way to let your career experience teacher know all about you

Tasks to Complete:

1. Watch a [quick video](#)
2. Check out this explanation of common sections on a resume - [Resume for a Raider](#)
3. Use a template below to fill in your resume if you don't have one already. Or you can go to Microsoft Word, choose "File" → "New from Template" → search "Resume" for a variety of options.
 - a. [Template](#).
 - b. [Template](#)

Choose your favorite. **TO MAKE YOUR OWN:** Log into your Google account, select "File" (top left) then "Make a Copy"

4. Need extra help...check out the additional resources.
 - a. [How to Write a Resume with Little or No Work Experience \(7 min\)](#)
 - b. [Power Verbs](#) List
 - c. [Writing Effective Bullet Points](#)
 - d. [Other resume templates](#)

123 YOUR STREET
YOUR CITY, ST 12345
(123) 456-7890
YOUREMAIL@EXAMPLE.COM

YOUR NAME

Summary

[List any valuable skills that you have, hobbies can also go here. This could include language skills, CPR skills, technology (think Social Media skills!)]

EXPERIENCE

[Experiences can include the following, not just jobs - volunteer activities, personal projects, responsibilities at home]

Company Name, Location – *Job OR Chore Title*

MONTH 20XX – PRESENT

- [[POWER VERB](#) + your work experience here]
- [Ex: *Responsible* for lawn upkeep for 10 homes.]
- [Ex: *Coordinated* schedules for customer needs.]
- [Ex: *Cared* for three small children 5 hours a week.]

Company Name, Location – *Job OR Chore Title*

MONTH 20XX – MONTH 20XX

- Put your work experience here.

EDUCATION

School Name, Location

MONTH 20XX – MONTH 20XX, LOCATION

GPA (ONLY list if 3.0+)

[List honors, awards, AP/IB classes, experiences (job shadows, internships), extra curricular activities, athletics, school clubs, etc.]