

Writing your Resume

A resume is an easy and organized way to present yourself to an employer. It tells the employer how to contact you, about your education, what prior jobs and volunteer experiences you have had, what your leadership experience is, and what special skills and interests you have.

Basically, a resume provides insight into who you are and what type of employee you might be. If you bring a resume when you are searching for a job, it will make it much easier to fill out an application. Also, a resume is helpful to give to people when you ask them to write a recommendation so that they can include accurate details about your experiences.

TIPS FOR WRITING YOUR RESUME

- NEVER MAKE ANYTHING UP. If you falsify prior jobs, employers can call the job you listed and find out if you worked there.
- Don't worry if your resume is short. In fact, it shouldn't be more than a page long.
- Make sure to proofread. Make sure there are no spelling or grammatical errors. It should tell a future employer that you would take the same care with a job as you did on your resume.
- Update your resume frequently: add new clubs, activities and experiences as you are involved in them – it will be easier to remember the details then.
- Make it easy to read: keep it simple & keep the format consistent. It's a good idea to have others look at your resume – they can offer advice and/or suggestions that you may have not thought about.
- The main function of your resume is to show a potential employer who you are. Social media sites are your personal spaces, but also allow opportunities for an employer to gather information about you. Review your sites to make sure there is nothing included you wouldn't want an employer to see.

NAME & CONTACT INFO

This part is pretty straightforward. Make your name big. **Really** big. It has to be the most memorable text on the paper. Experiment with different formatting & fonts (but keep it looking sleek). If you want to include your middle initial or your entire middle name, that's fine, but it isn't necessary. Also include your phone number and email address. Make sure your voicemail greeting and email address are appropriate (firstname.last@byz.com, not luv_cats@byz.com). Be sure to use an email address you check often.

EDUCATION

List your formal education here; you do not have to go back beyond high school. You want to include the year you graduated or the expected date of graduation.

EXPERIENCE

A very crucial component of your resume. Spend most of your time perfecting this section. This section is where you list any activity that helped you learn a new skill. An activity can be anything from a summer job to a volunteer project to babysitting for the neighbors. You can order experiences: Chronologically (most to least recent) to emphasize your progression – or functionally (most relevant experiences first, or similar experiences grouped together) to emphasize a theme or type of experience. Note the time period you were there. You can use whatever date format you want, just make sure you use the same one throughout your entire resume. Having inconsistent formats makes your resume look unclear & unorganized. Finally, for each experience, describe what you were responsible for or what you did. If you still hold the position, use present tense verbs; if not, use past tense verbs. See also "Action Words."

ACHIEVEMENTS

Include your achievements. All you need is the name and date of the achievement.

LEADERSHIP/ACTIVITIES

Tell employers about yourself. Let your employers know about your leadership qualities and your involvement in activities. Many employers like to see a well-rounded individual. You can use a format similar to what you did with your “Experience” section without the tasks part, or you just list the activity and your role.

SKILLS

- What can you bring to the table? So you’re a pretty good with Photoshop? Are you able to use Social Media to get the word out about your program’s events? This is where you show those things off. List any special talents you have that would be useful to your employer or indicate that you are unique. Include computer programs you know how to use, and give an estimate of your knowledge of each program.
- List any languages you know and tell how well you know them. Be sure to be honest. If you’ve only taken one year of Mandarin, don’t say you’re fluent. Some jobs rely heavily on bilingual staff and not being fully truthful is not only embarrassing, but could possibly cost you your job.

REFERENCES

When applying for a job, it is likely that the employer will ask for and contact your references. A reference is someone who will testify that you are a good person for a job. Write this at the bottom if someone has agreed to serve as a reference for you. Your reference can be a former employer, supervisor, teacher, coach, youth worker, mentor, etc. Make sure you have all usual info for your references: full name, phone number, email address and organization. If you are not comfortable or ready to offer references, you can let your employer know that you can offer references if they require them.

Adapted from: https://www.cityofboston.gov/images_documents/Teen_Resume_Guide_tcm3-31427.pdf and <https://www.mass.edu/gearup/documents/WritingaResume.pdf>

Action Words: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

administered
analyzed
assigned
chaired
consolidated
contracted
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
Supervised

Communication Skills

arranged
authored
collaborated
developed
directed
drafted/edited
formulated
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

collected
critiqued
diagnosed
evaluated
examined
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
record