

Generic Resume Template ECHHS

Information and Directions

Generic Resume Template ECHHS

There are recommended items in each section to help you get started, including items that may or may not be relevant to you. **Be sure to remove anything that does not pertain to you, and add additional items specific to you.**

How to use this template:

- Make a copy and rename the file Resume - First Name Last Name
- Do NOT include a street address - this is no longer required.
- Employers may do an online search for you related to the email address you provide - pick an email address that will show your professional side.
- Be sure to check the email and phone number listed on your resume for responses after submitting your resume.
- Remove the header from the first page of the resume, but keep it on any additional pages.
- Remove the NOTES section at the end of the resume template.
- Feel free to move sections around - list sections in order of importance as related to your application.
- Use [action words](#) - active, not passive
- It is ok to go more than one page, but be sure key points are listed on the first page.
- It is ok to list out of chronological order if important item needs to be listed first.
- Do not include anything about references on the resume. If providing references on the application or later, always ask for reference BEFORE providing contact info for a reference.
- It is ok to use a different format - this is only a template to use as needed. Just be sure to use a format that is easy to read.

If you are applying to a job, college, or scholarship specific to a CTE class, you may prefer to use that program's specific resume template as you get started (see below).

Please contact [Fletcher Kieckbusch, Career Development Coordinator](#), for assistance. I am happy to meet with you for resume assistance and review. Be sure you get your resume reviewed by at least two people before submitting to a job, college, or scholarship program. For additional resources, see the ECHHS CIC Resume webpage. Good luck!