



## Resumé

### Overview

A resumé is an important document that summarizes your experience and abilities. It introduces you to prospective employers. It should tell your unique story. Its objective is to spark enough interest that the reader will want to interview you personally. It should contain brief but important details, be well-organized, have no errors, and be printed on quality paper.

### Structure

Resumés vary in their structure and organization. Here are five [basic examples](#) showing different formatting options. You can create the resumé in a word processor or with Google Docs. *(Optionally you could use a Google Docs template by choosing File->New Document from Template. Click the General tab and scroll to the Resumé category.)*

On the resumé include information in each of the following areas.

*Personal Data (Refer to this [video tutorial](#) for one way to format your personal data).*

- Name
- Address
- Telephone Number
- Email

*Employment Objective (Optional)*

- In one sentence or phrase explain the kind of job you are looking for.

*Education*

- List Lopez High School and the address.
- State when you plan to graduate.
- Include any specific classes that would be of interest to the employer.
- Include any special achievements or recognition.

*Work History*

- List any jobs you have had starting with the most recent.
- Include the company and city, state.
- State your job title.
- Include when you started and ended the job.
- List your job responsibilities.

*Skills*

- Include special skills you have, especially foreign languages or computer skills.
- Here is a [list of descriptive phrases](#) that may help convey some of your strong points. You may want to list a few of them as skills.



*Interests and Activities*

- List any community service or volunteer work.
- State hobbies that show your well-roundedness and diversity.

*References*

- Include the names and phone numbers of at least three people who can testify to your character, abilities, and potential.
- List how each person is connected to you: Is he or she a former employer, coach, friend, teacher, counselor, community member, etc.
- If you have room include these on the same page. If not, prepare a separate page listing your references and mention, "References available upon request" on the resumé.