

# RESUME GUIDE FAIRFIELD WARDE HIGH SCHOOL

*College  
and  
Career  
Center  
(P38)*

## How to Write a Resume

### What is a Resume?

- It's a summary of your personal, educational, leadership and work experiences, accomplishments and skills.
- It's a tool used to secure a job interview or enhance your college application by highlighting your key experiences.

### SchoolLinks

Starting in 9<sup>th</sup> grade, students should keep the resume section in SchoolLinks up to date. This is a great place to keep track of your work experience, volunteer experience, and any extracurricular activities that you participated in while at Fairfield Warde High School. Be sure to keep your information as detailed as possible so you don't forget any pertinent points.

### What do I include in my resume?

- *Focus on the employer.* Your resume should tell the employer what **YOU** can do for **THEM**. You should highlight your experiences and skills.
- *Begin statements with action verbs.* Use short phrases and concrete examples to describe your experiences (e.g., "Supervised camp activities for 30 girls, ages 6-12").
- *Emphasize results.* Describe the activities and responsibilities involved for the position. Show your accomplishments or the strengths and skills you developed within that situation.
- *Use reverse chronological order.* Detail your background starting most recently and work backwards.
- *Keep it short.* Resumes should be logical, organized and **ONE TYPED PAGE**.
- *Proofread carefully.* **ABSOLUTELY NO MISTAKES** (spelling, grammatical, typing).
- *Make it visually appealing.* Be consistent in style, font, margins and content.
- *Provide accurate information.* Inflating titles and exaggerating responsibilities is unacceptable.
- *Highlight your accomplishments.* Profile all of your talents, skills and experiences.
- *Use your GPA accordingly.* When you exclude it, the reader will assume that it is low.
- *Talk to your references.* After asking their permission, have the names, daytime addresses and phone numbers of references (teachers, counselors, employers, coaches, administrators) typed and readily available on a separate page with your name and contact information on the top of the page.
- *Have your resume critiqued.* See Ms. Montero in the College & Career Center for a review.

### A few helpful tips...

- *Clean up your social media accounts.* Employers will check and if they don't like what they see, you won't get hired.
- *Do not include a photo on your resume.* Having your photo on your resume invites discrimination.
- **Employers know that you have limited work experience...you need to show them through your skills, leadership roles, activities, abilities and courses that you have *related* experience and *the potential* to be a great employee!**

Examples of Skills & Abilities Gained from Classwork

### **Language Arts, Modern Language, Arts & Social Studies**

- Written and verbal communication skills
- Organizational skills
- Basic research skills
- Interpersonal skills
- Analytical Ability
- Ability to work independently
- Ability to work on a team
- Knowledge of and sensitivity to social issues and problems
- Good listening and comprehension skills
- Sensitivity to current trends in...
- Leadership potential
- Good listening, clarifying, questioning and responding skills
- Ability to organize and interpret social/economic/political/historical data

### **Math Courses**

- Analytical skills
- Ability to conceptualize
- Attention to detail
- Problem solving mentality
- Ability to interpret numerical/financial data
- Logical approach to problem solving

### **Science Courses Develop**

- Research Skills
- Analytical ability
- Ability to conduct/clearly communicate/explain scientific research

### **Additional Skills & Abilities Useful in your Career Search:**

- Fluency in a foreign language
- Computer training (familiarity with, working knowledge or, proficiency/expertise in: Google Suite, Word PowerPoint, Excel,

## **Resume Action Verbs: published on [Indeed.com](https://www.indeed.com)**

### **Action verbs to showcase accomplishments:**

Achieved  
Amplified  
Attained  
Capitalized  
Chaired  
Consolidated  
Deciphered  
Decreased  
Discerned  
Drove  
Enacted  
Endeavored  
Established  
Exceeded  
Founded  
Pioneered  
Outperformed  
Overhauled  
Sharpened  
Shattered  
Sparked  
Spearheaded  
Steered  
Stimulated  
Streamlined  
Strengthened  
Supervised  
Surpassed

### **Action verbs to explain responsibilities:**

Accelerated  
Accomplished  
Analyzed  
Assembled  
Built  
Charted  
Created  
Constructed  
Coordinated  
Delivered  
Developed  
Executed  
Expanded  
Facilitated  
Finalized  
Guided  
Handled  
Headed  
Improved  
Initiated  
Implemented  
Instituted  
Operated  
Organized  
Produced  
Reached  
Simplified  
Volunteered

## **Action verbs to express communication skills:**

Briefed  
Campaigned  
Collaborated  
Composed  
Conveyed  
Convinced  
Documented  
Enlivened  
Instructed  
Performed  
Presented  
Promoted  
Spoke  
Trained

### **Action verbs for creative experience:**

Authored  
Brainstormed  
Communicated  
Conceptualized  
Curated  
Customized  
Derived  
Designed  
Diagrammed  
Drafted  
Edited  
Illustrated  
Imagined  
Influenced  
Inspired  
Intensified  
Modeled  
Proofread  
Published  
Redesigned  
Researched  
Strategized  
Storyboarded  
Translated  
Transformed  
Visualized  
Wrote

### **Action verbs for sales experience:**

Acquired  
Boosted  
Captured  
Conserved  
Converted  
Earned  
Gained  
Generated  
Maximized  
Negotiated  
Outpaced  
Won  
Yielded

**Action verbs for leadership and management:**

Advised  
Aligned  
Arranged  
Augmented  
Centralized  
Championed  
Cultivated  
Differentiated  
Directed  
Empowered  
Enabled  
Endorsed  
Enforced  
Ensured  
Forecasted  
Formalized  
Formed  
Fostered  
Furthered  
Hired  
Identified  
Implemented  
Integrated  
Leveraged  
Mentored  
Merged  
Motivated  
Orchestrated  
Optimized  
Predicted  
Reconciled  
Reduced  
Refocused  
Renovated  
Reorganized  
Replaced  
Resolved  
Restructured  
Revitalized  
Shaped  
Supervised  
Sustained  
Trained

**Action verbs for experience with finance:**

Audited  
Calculated  
Classified  
Collected  
Equalized  
Evaluated  
Dispensed  
Halted  
Investigated  
Lowered  
Maintained  
Minimized  
Recognized  
Secured

**Action verbs for technical experience:**

Advanced  
Architected  
Automated  
Coded  
Deployed  
Detected  
Devised  
Diagnosed  
Discovered  
Engineered  
Enhanced  
Expedited  
Formulated  
Installed  
Launched  
Modified  
Networked  
Planned  
Programmed  
Remodeled  
Rewrote  
Refined  
Tested  
Troubleshoot  
Updated  
Upgraded

## **RESUME TEMPLATES:**

*students may download the templates and delete the info in order to add their information*

### **NAME**

City, State

Phone Number

Email Address

**Summary/Objective:** Tell the employer what type of position you are seeking: full-time/part-time, internship.

### **Education:**

**Name of High School**

City, State

Diploma Expected Date

GPA (only if it's higher than a 3.0)

*(you may include additional educational programs (ex: summer class/program taken at a college/university))*

**Coursework:** *list the classes you have taken that may relate to the job (example: cooking fashion, child development, computer/auto tech, music, business) if applicable*

**Honors and Awards:** *list any academic, athletic or community awards you have or have been nominated for*

**Skills:** *List things you do well. Soft skills: part of your personality (organized, dependable, leadership, team player).*

*Hard skills: technical (computer skills, writing, bilingual: Spanish and English)*

### **Work Experience:**

**Organization/Company,** City, State

Dates (start with current-include month/year)

Title

- Written in third person, use action verbs describing your most recent experience
- Remember to highlight skills and accomplishments

### **Volunteer/Community Services:**

**Organization/Company,** City, State

Dates (start with current-include month/year)

Title

- This can be as valuable as paid work experience. Highlight any transferable skills you have acquired that may pertain to work.

### **Extracurricular/Leadership Activities:**

- *List school and athletic activities you have participated in. Include offices you have held. If you have grown in the activity, describe your involvement using action words emphasizing skills you have developed.*

**Interests/Hobbies:** *If you have room on your resume (your resume should be only ONE page) you can highlight your personal or career interest area. (Example hobbies: painting, hiking, international travel, writing;*

*Example of interests: History, Gaming, Social Justice)*

## {Skills-based Resume}

### First and Last Name

City, State

Phone Number; Email Address

#### Qualifications

{List an overview of your qualifications and goals}

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, communications skills, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Ability to build positive relationships with others with kindness, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a student athlete to motivate and support all team members in assigned tasks and projects.
- **Mathematics:** High motivated math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

#### Education

Fairfield Warde High School, Fairfield, CT

Graduation: June 2023

Student Mentor; Carpentry Club

Courses: Home and Auto Maintenance; Marketing; United States History; Woodworking

#### Experience

Lawn Care Worker, Self-employed

Summer 2020 and 2021

- Provided weekly lawn maintenance for residential homes
- Responsibilities included customer service, maintaining equipment, scheduling appointments

## SAMPLE RESUME

**Gregory Brown**  
[gmustang@gmail.com](mailto:gmustang@gmail.com)  
203-555-5555

**SUMMARY:** Hard working, responsible, trustworthy and conscientious. Team player. Able to follow directions well and willing to take initiative. Take pride in a job well done.

### EDUCATION:

Fairfield Warde High School  
Diploma expected  
GPA – 3.0

Fairfield, CT  
June 2021

Coursework includes: AP Modern European History; Honors Biology and College Prep courses. Spanish (5 yrs.). Early Childhood Education classes.

**Skills:** Proficient in MS Office; Google Suite; conversational in Spanish

### HONORS & ACHIEVEMENTS:

Honor Roll - 5 semesters  
FWHS Coach's Award – Varsity Soccer, 2021; JV Soccer, 2019

### EXPERIENCE:

#### Fairfield Warde High School

##### *Pre-School Student Teacher*

Create two lesson plans for pre-school children each semester. Design age-appropriate, multi-disciplinary educational activities for 10 three-year-old children. Assist other student teachers with implementation of their lesson plans throughout the semester.

Fairfield, CT  
2020 - Present

##### *Columnist – FWHS Focus*

Created new column for sports section focusing on individual athletes and their personal, academic and athletic accomplishments and goals. Interviewed fans, students, coaches and teachers to gain well rounded perspective of the athlete.

2018 – Present

##### *Key Club - Volunteer*

Work on school and community projects and fundraisers for local, national and global programs. Developed excellent communication, time management and organizational skills by working on several projects throughout the year

2017 – Present

#### Stop & Shop

##### *Cashier*

Work 10 – 15 hours per week during the school year. Developed customer service and time management skills.

Fairfield, CT  
2019 – Present

#### Child Care

##### *Babysitter*

Supervise and entertain children ages 2-12 for several local families. Red Cross certification.

Fairfield, CT  
2017 – Present

**ACTIVITIES:** FWHS - Varsity Soccer - 2020, 2019; JV Soccer - 2018; Freshman Soccer – 2017



**Sarah Smith**  
Fairfield, CT  
203-123-4567  
SSmith@gmail.com

**Objective:** Seeking a part-time position as a sales associate for the upcoming holiday season. Strong communication skills and can interact with people in a friendly and helpful manner.

**Education:**

**Fairfield Warde High School**

Fairfield, CT

Diploma Expected Date: June 2021

**Coursework:** AP US Government & Politics, Contemporary US History, Marketing, Computer Technology

**Skills:**

- Strong communication and analytical skills, organized, dependable
- Proficient with Microsoft Word and Google Suite, knowledge of basic coding, conversational in French

**Volunteer:**

**American Cancer Society**, Shelton, CT

June 2018 and June 2019

Relay for Life Volunteer

- Assisted with promoting the event in the community by creating flyers and speaking with retail businesses to post information in their store
- Helped with day of event operations by checking in participants

**Extracurricular Activities:**

**Debate team**, Fairfield Warde High School

September 2018-June 2019

Member

- Developed confidence in public speaking
- Enhanced my communication skills by utilizing cooperative argumentation

**Interests:** Political Science, History