

Resume Writing Suggestions

If you are working on your resume independently, please think about the following things and then share your document with Mrs. Jay. She will be happy to provide feedback and edit it for you.

1. When you're prompted to "Make a Copy" of the resume, do so.
2. Change the document title from "Copy of CATEC Example Resume" to your first name, last name, and the word "Resume." Example: Kris Smith Resume.
3. Change the address, phone number, and email address to reflect your information.
4. If you have not created and USE a personal email address, you should do so now. It is better to use a personal email address rather than a school one.
5. Change the name to reflect what you want to be called professionally, if you go by a nickname.
6. Change the branding statement to reflect your workplace and technical skills, your programs, and your strengths. If you do not know what a branding statement is yet, email Mrs. Jay and she's happy to help you with this part.
7. Change the Strengths to reflect yours. You should have at least 3.

*****For all of the following sections, remember that items are listed MOST RECENT FIRST.**

8. Change the three Education sections:
 - Change CATEC education to reflect you. This includes: your program, dates, and expected graduation date.
 - Change community college education to reflect you, if you are dual-enrolled. If you are not sure, ask your CATEC instructor. To change, this may include: the community college and dates (if you have already been dual-enrolled in community college).
 - Change high school to reflect you. To change, this includes: school name, dates, and expected graduation date.
9. Change Experience to reflect yours. Yours will vary based on your experiences. Leave the CATEC experience in! Then, move on to change the other ones. If you have not had a paid job experience, consider volunteer work to include here.
 - Change CATEC experience to reflect you. This includes: your program, dates, and experiences that are bulleted. Highlight your best qualities.

- Change paid work experience (listed first as Chipotle) to reflect you. This includes: the business name, dates, position title, and experiences that are bulleted. Highlight your best work qualities.
 - There are two listed (the second is Burger King). You can change the second one to reflect another previous job you have done. If not, you can delete this one.
10. Change Certifications to reflect yours. Each program has its own certifications. If your program has lots of certifications (like Auto Service Technology and Auto Body Repair), consider listing the number of certifications you have, rather than listing each one out. If you do not have any certifications yet (including ones from outside CATEC), you can remove this section.
11. Change Activities to reflect yours. This includes any activities you have done inside or outside of school since you entered high school. Think about CATEC activities (if you have done any), school sports, clubs, music, drama, or community service activities.
12. If you have won awards, you can create a new section called AWARDS. You can list your awards, most recent first, with the dates.
13. When you want to send this to an employer, you will want to make it into a PDF to attach it to your email or upload it into the application system. To make a PDF of it, select File, Download, PDF Document.

This process can be challenging to do on your own. Mrs. Jay is always happy to help you through it.