

PPS Resume Requirement for Graduation: IBW Assignment

Instructions:

- 1) Please review the below criteria for the PPS resume requirement.
- 2) Review the tips and brainstorm the content for your experience section.
- 3) Use a template to create your resume. Some options are:
 - a) Use a Google doc template by creating a new doc:
 - Under My Drive, select +New; Select Google Docs → From a Template;
Select one of the 5 available Resume Templates
 - b) Make a copy of this [Resume template](#) provided by Goodwill
 - c) Or select your own template in apps like Canva that are eye catching

Special instructions for Juniors: When you are finished, please submit your resume to your Junior English teacher for evaluation. *Always:* Save your resume for yourself.

Please see the [Scoring Guide](#) to prepare a Resume that 'Meets' or 'Exceeds' Criteria.

Resumes must include:

- Your **Contact** information
 - Your name, phone and email; You can include City/State but do not list street address.
 - *Option: Provide a link to your LinkedIn professional profile if you have one set up.*
- **4 required content categories:** 1) **Skills** (list professional, technical, and language skills, +certifications here), 2) **Experience** (see below), 3) **Awards/Achievements/Activities**, and 4) **Education** (see below)
- **Experience:** For each of your required TWO experiences, you must include:
 - At least 2 or 3 descriptive bullets per experience using [active verbs](#)
 - Position Title, Employer/Organization, Dates (where applicable)
- **Education**
 - Ex. Ida B. Wells-Barnett High School, Portland, Oregon Class of 2024
 - *Option: Use a bullet to add your academic honors and GPA and highest SAT/ACT scores*

Tips:

- Follow the #1 rule: Always be truthful.
- Organize your experience in a logical way. For example, you may list your experience in reverse chronological order starting with the most recent experience first.
- If you don't have formal work experience, please utilize your volunteer experience, extracurriculars, or even class projects you've completed to highlight your skills using bullet points to describe them.
- Use [action verbs](#) to describe your work responsibilities and/or accomplishments and make them quantifiable with numbers. See these examples:
 - Ex. *Organized a successful canned food drive that collected 400+ cans in one month.*
 - Ex. *Ensured safety and well being of 10-12 students at this 4-day overnight.*
- Proofread your resume carefully and have someone else proofread it. Pay careful attention to spelling, punctuation, grammar, and style as well as consistent format and fonts.
- See these [resume examples](#) for inspiration