Resume Foundations

Directions: Fill out this resume form builder and note that you may not be able to write something in for every blank. Our goal here is to collect enough information about ourselves to fill a one page resume.

1. Write a sentence explaining yourself (USE & REVISE YOUR PERSONAL MISSION STATEMENT). Include any years of experience and any related certifications.

   Example: I am a dependable employee with 3+ years of customer service experience. I pride myself on being an organized self-starter who is able to stay calm and focused to work through pressure and high stress situations.

Write your sentence here:

2. Choose some **personal strengths or qualities** you have that would benefit the employer. Use the list you created earlier in the class or look up new ones in this **CORE VALUES** list. If you have a job description handy and you have some of the qualities they say they want, then be sure to use those on your resume. (*Example: Strong customer service skills, excellent organization, strong attention to detail.*)

List strengths here:

3. Choose some **hard skills** you have that would benefit the employer. (*Example: experienced with customer service, proficient in Microsoft Excel, Familiar with Point of Sale systems.*)

List skills here:

4. List up to three of your past **employers, activities, and/or experience**. (*Examples: Sports, clubs, activities outside of school, summer jobs*). Also be sure to list
   a. your position title,
   b. the dates you worked there (or are still working there),
   c. And explain what your duties were or what you did as part of that group that an employer might like.

EXAMPLE

Cross Country
Aug 2001 - Oct 2004

- Attended all scheduled practices
- Maintained physical fitness levels by training regularly
- Followed coach's' instructions to develop skills and prepare for competition
- Encouraged teammates and promoted team unity while representing our school

List up to three here:

5. **Education:** List where you went to school. Taking any college courses? List them here? What's your graduation (or expected graduation date)? What's your GPA? (NOTE: If your GPA isn't above a 2.5, I wouldn't list it on your resume. If the employer wants, they can ask you for it.)

6. **Certifications and Awards**: List any special certifications, licenses, or awards. (*Example: CPR, lifeguard training, coaching certification, have you taken any technology classes, All-State honors, etc.*).

7. **References**: List three adults who could vouch for your skills and abilities. These could be teachers, employers, coaches. (NOTE: Whenever you list a reference, you need to contact that person to ask for their permission)