

Colfax High School
Tech Essentials
Creating a Resume
[SEE SAMPLE](#)

Setting up your Resume:

1. Log into your Google account
2. Go to Drive
3. Open a New Doc
 - Name it (Last Name _ Resume)
 - File It (Resume Folder)
 - Share it ("Anyone With the Link")
 - Post it (To the left off your Calendar on your Portfolio Home Page)
4. Change ALL margins to 1in - .7in
 - File>Page Setup>Change Top-Bottom-Left-Right

Setting Up your Heading

1. Center Your Name on the page
 - 17 Point Bold
2. Insert Horizontal Line
 - Change font to 12
 - Format Line spacing for SINGLE
 - i. Format > Line Spacing > Single
 - Insert > Horizontal Line
3. Set up Contact information under horizontal line (Aerial Font)
 - City, CA, Phone #, E-Mail
 - AERIAL font will be the font you use for the remainder of the Resume
 - i. Bold, 11pt
4. Double space from header and type Job Title (specific to what is being advertised)
 - Bold 12pt
5. Double Space and type QUALIFICATIONS
 - Bold, Underline, 12pt
6. Qualification entries (3-8 entries)
 - Bulleted List (Click Bulleted list Icon)
 - Entry Content
 - i. Read Job description and look for "Required", "Minimum Required", "Must Have" and try to match your qualification to those specific items.
7. Double Space and type PROFESSIONAL SKILLS
 - Bold, Underline, 12pt
8. Professional Skills entries
 - Focus on what **you did** on the job not what your job was.
 - Use past verbs that are past tense (Provided vs Provide)
 - Avoid general claims (Sell your skills and strengths)

- i. Lead the reorganization and training of the accounting process in leadership vs Proactive.
- ii. Pull from previous jobs, volunteer experience, education, achievements and job related skills.
- iii. Borrow verbiage from job description and/or ONet
 - 1. [Community Service Manager](#)
 - 2. [Event Manager](#)
 - 3. [Public relations manager](#)
 - 4. [Public Address System / Announcer](#)
- iv. Arrange skill sets and bullet points according to job description
- v. One or two skill sets depending on the relevance of the job.

9. Double Space and Type **RELATED WORK HISTORY**

- o Bold, Underline, 12pt

10. Related Work History content

- o Brief chronological history of your related work history
- o Most recent at the top
- o List in horizontal line
 - i. Position(s) held (Bold)
 - ii. Place of employment (No Bold)
 - iii. City St (No Bold)
 - iv. Years (Set a tab so these line up on the right)
- o Go back as far as 7 Years
- o Ensure your work history matches what you write on your application

11. Double Space and type **EDUCATION**

- o Bold, Underline, 12pt

12. Education content

- o List chronological history of education with most recent first (High School and beyond)
 - i. Include **Achievements:** on the next line
- o Include continued education and/or certificates
 - i. **Continued Education** with a list of relevant entries below (No Bold)
- o Training obtained that's relevant to the position
- o Include relevant coursework and special projects if education is recent
- o List education with expected graduation date

13. Double Space and type **VOLUNTEER EXPERIENCE**

- o Bold, Underline, 12pt

14. Volunteer Experience content

- o Bold title, description of assignment, tab out to date(s)