

## Resume Worksheet

### What is a resume?

Your resume is your primary marketing tool for communicating your story to colleges/ universities and future employers. Employers request resumes as a method to prescreen candidates for the required skills, experience and abilities needed for a specific job opening. Colleges and universities use resumes to learn more about your experiences and achievements as a prospective student.

### Do I really need a résumé right now?

YES! To make a good impression when applying for college admission, scholarships, leadership roles and summer/part-time jobs, submit a resume.

Your resume will compete with other resumes. Employers scan your resume and compare your qualifications with the qualifications for the job opening. Your resume needs to include, at a minimum, your education, school activities, and work history.

### Do's for a resume

- Do include your name, address, phone number, & email address on your resume
- Do make sure your resume is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your resume
- Do include assistance to teachers with special projects, the subject matter and number of students or employees you have tutored at school or trained at work
- Do list your jobs, clubs, sports, community service, and involvement on student committees
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your resume is brief, well organized, and focused on the position for which you are applying

### Do not's for a resume

- Do not include a date; you should put a date on your cover letter, not your resume
- Do not include personal pronouns such as "I" or "we" in your resume
- Do not include acronyms or abbreviations in the body of your resume
- Do not include a picture of yourself on your resume
- Do not include personal information such as height, weight, social security number, driver's license number, race, etc.

