

Independent Living Skills Module II

HOW TO WRITE A RESUME

Many companies will require a resume in place of or in addition to a completed job application. A resume is sort of a quick reference guide to who you are and what you can do. Most resumes are not more than one page long and should be both easy-to-read and pleasing to the eye. A resume should *always* be typewritten.

The resume usually consists of the same kind of information you fill out on job applications, but in a more formal and concise fashion. You should also include on your resume any information you think would qualify you for the job or make you an attractive applicant. Begin your resume with a brief sentence which outlines your employment goals, and be sure to play up your positive qualities.

The basic resume includes the following five major areas:

Personal Information: This consists of your name, your mailing address, and a telephone number where the employers can reach you.

Education: Here you list the education, training, and/or special classes you have had.

Activities/Honors: This category includes activities in which you were involved when you were in school. The activities don't have to all be school-related. They can be athletic, professional, or even social.

Experience: Be sure to list all the jobs and the duties you did on these jobs. Include full-time jobs, part-time jobs, and volunteer work.

References: These should be people who are familiar with your performance at school and/or in a work situation. Always ask permission before you give someone's name as a reference. You should include names, mailing addresses, and daytime telephone numbers. You may state "References available upon request," if you prefer.

Optional areas: You may include hobbies, military service, licenses, or a second language, if you wish.

How do you use a resume? Most young people take their resume with them and give it to the employer at first contact. You may mail your resume to an employer along with a cover letter inquiring about job openings. Or you may attach a copy of your resume to your job application.

What should not be included? Do not record your age, date of birth, race, marital status, religious preference, or reasons you left prior employment.

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On the following pages, there are a couple examples of well done resumes and a chance for you to practice creating one yourself.

Helpful Hints

- As is true with the job application and the job interview, neatness counts. Be sure that all information is correctly spelled and cleanly laid out.
- Don't overload your resume. If you are brief and direct, you will have plenty of room for all pertinent information.
- Although it is a good idea to keep an all-purpose resume on hand, you should try (when possible) to tailor your resume specifically to the job for which you are applying. For instance, you would want to have different information on your resume if you were applying for a job as a salesman than you would if you were applying to be a police officer.

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Felicia Stewart

132 Oak Drive
Charlestown, MA 02129
(617) 241-2543 (H)

Objective

I am seeking a part-time position in retail sales.

Education

1996-2000 **Charlestown High School**
Charlestown, MA
High school diploma

Work experience

1997-1998 **Berenger's Grocery Store**
Charlestown, MA
Part-time position.
Worked the cash registers, aided customers, performed some light stocking.

1998-1999 **Supersaver Supermarket**
Charlestown, MA
Part-time position.
Worked on a computerized cash register, aided customers.

Hobbies

When not working or going to school, I like to read novels and watch movies.

References

Stuart Gold
Supervisor, Berenger's Grocery Store
57 Exeter St
Somerville, MA 02122
Telephone: (617) 222 - 9111

Julia Frichze
Academic Guidance Counsellor
Charlestown High School
Charlestown, MA

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Independent Living Skills Module III

Daniel Schmidt
546 Belmont Lane
West Boston, MA 02100
(617) 367-1054 (W) (617)293-8475 (H)

Objective: A full-time entry-level position in an office setting

E D U C A T I O N

Tompkins High School 1996 to 2000
West Boston, MA 02100
HIGH SCHOOL DIPLOMA

P R O F E S S I O N A L E X P E R I E N C E

East Coast Communications, Inc. September, 2000 to Present
Boston, MA 02101
DATA ENTRY CLERK. Alpha-numeric typing on computer workstation, some interoffice duties.

Zane Moving Company March, 1999 to September, 2000
West Boston, MA 02100
OFFICE ASSISTANT. Light filing, ordered supplies, telephone reception.

A B I L I T I E S

- Typing at 50 Words per Minute
- Data Entry
- Filing
- Three-line Telephone System

I N T E R E S T S , A C T I V I T I E S , A N D H O B B I E S

I am interested in business and non-profit management. I hope to one day own my own business, perhaps an organization which will benefit the community.

I play on an inter-mural basketball team, the Wolverines. Practices are on Thursday evenings and games are scheduled on most weekends.

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[Your Name]
[Your Street Address]
[City, State, Zip Code]
[Your phone number]

Objective:

E d u c a t i o n

[Name of High School] *Year Started to Year Ended*
[City, State]
Achievements -- Diploma?

[Name of College or Vocational School] *Year Started to Year Ended*
[City, State]
Achievements -- Diploma?

P r o f e s s i o n a l E x p e r i e n c e

[Company Name] *Month, Year Started to Month, Year Ended*
[City, State]
[Position Held], [Brief Details of Position]

[Company Name] *Month, Year Started to Month, Year Ended*
[City, State]
[Position Held], [Brief Details of Position]

O r g a n i z a t i o n s

*[Name of Club, Service, or Charity you are
involved in]* *Year Started*
[City, State/Province]
[Position or Title Held]

A b i l i t i e s

[Any special talents, skills, or abilities which might make you a better candidate for employment]

I n t e r e s t s , A c t i v i t i e s , a n d H o b b i e s

[Show a possible employer the type of person you are, what things you do outside of work]

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ACTIVITY

Write out a draft copy of your own resume in the space provided.

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Resume Checklist

- | <u>YES</u> | <u>NO</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have the major categories been included? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the information on only one side of the page? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your resume been checked three times for accuracy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you certain there are no misspelling, strike-overs, smears, corrections, omissions, or factual errors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your resume been neatly typed or machine-printed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you used phrases instead of complete sentences? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been completely honest? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the copy neatly centered on the page? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you included all your education and training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a lot of space between the sections? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your resume look as good as the samples in this workbook? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your resume “look” easy to read? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the grammar been checked three times for accuracy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you happy with the way your resume looks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you list a telephone number ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you record part-time and volunteer work experience? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you use power words where possible? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you ask permission from your references before you listed them on your resume? |

Adapted from *Pre-Employment Assessment Training Manual*, Oklahoma Department of Human Services, revised May 1989.

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THE COVER LETTER

Suppose a want ad in the newspaper does not include a phone number, but rather lists a post office box or other address. In a situation like this one when you cannot contact an employer personally or by phone, you will need to send out your resume to represent you.

Whenever you send your resume to someone who has not met you and may not immediately know what position you are seeking, you should preface your resume with a cover letter. The cover letter does not have to be very long or complicated; most of the information you want to convey is already in the resume. The cover letter's purpose is to introduce you to your prospective employer, let him know what position you are applying for, and how you came to learn about the job.

1139 Malborough Boulevard
Somerville, MA 02125

May 17, 2000

Douglas A. Farnsworth
1042 Beacon St.
Brookline, MA 02100

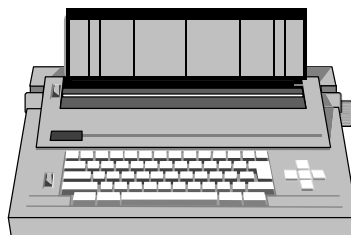
Dear Mr. Farnsworth:

I am sending you my resume in response to your ad in Sunday's Globe. Please consider it to be my application for the position of part-time research assistant, as advertised. I have had a little experience with research, having worked at my high school's library throughout high school. I look forward to hearing from you.

Sincerely,

Jason Sanchez

Jason Sanchez



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645 Beachtree Ave
South Boston, MA 02107

April 30th, 2000

Box 452-A
The Boston Globe
Boston, MA 02100

Dear Sirs,

I am responding to the ad in this Sunday's Boston Globe which requested that resumes be sent to this address concerning a position in the mail room at Paley Industries. Please consider my resume in your search for a mail clerk. I do not have much experience in the area, but I would jump at the chance to work for a business such as yours. I think my resume will show that I am a good candidate for the job.

Thank you for your consideration,

Molly Archer

Molly Archer



ACTIVITY

Now try writing your own cover letter.