

RESUME WRITING WORKSHOP

Ms. Donna Nusser
Counselor



The purpose of a resume is to promote yourself. This is not the time to be shy!

- What you've done with your time
- What skills you possess
- What education you have
- Where you have worked and for how long
- Where you can be contacted
- Recognition received

AND

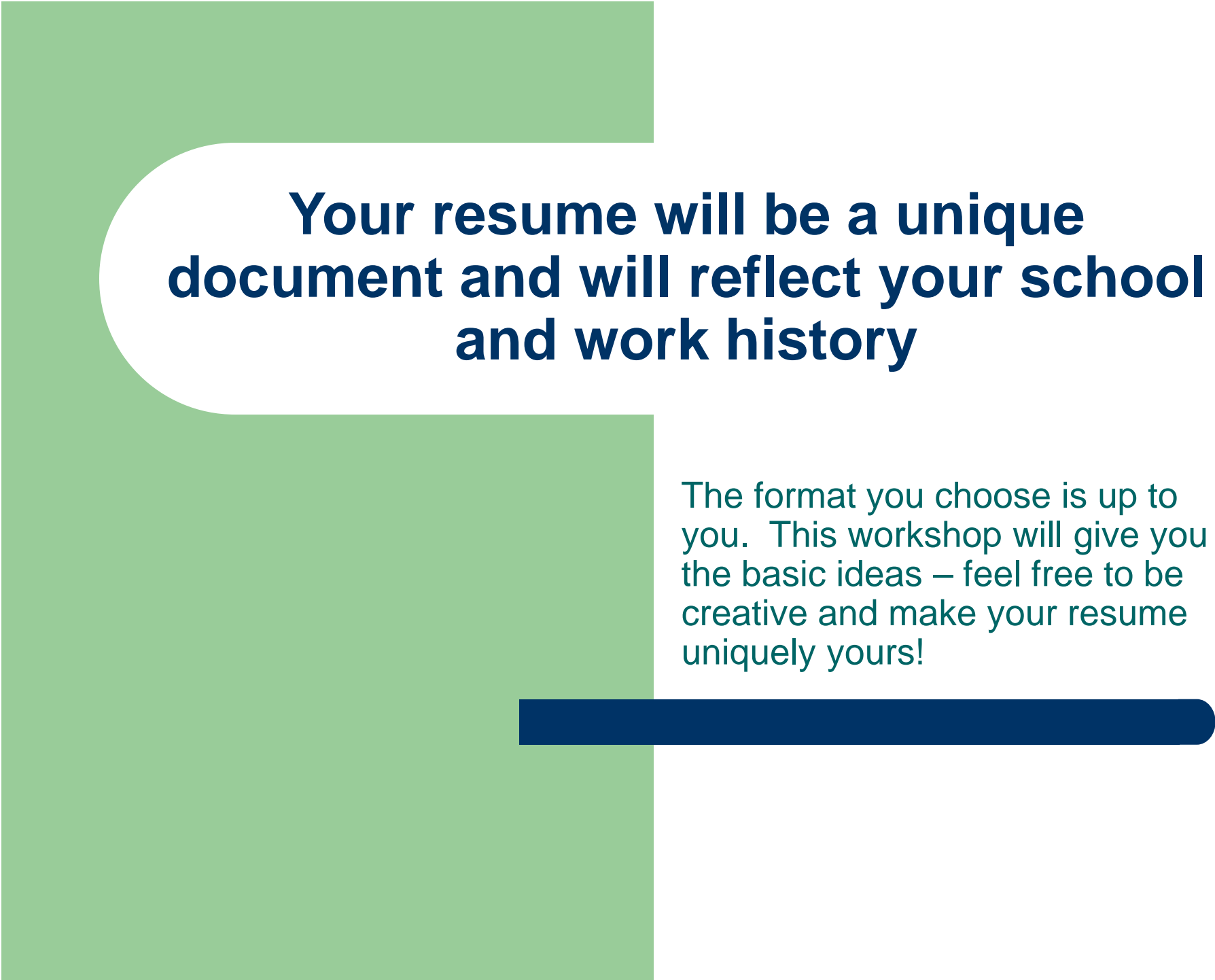
VERY IMPORTANTLY . . .

- A sharp resume will get YOU the interview

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“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”



Your resume will be a unique document and will reflect your school and work history

The format you choose is up to you. This workshop will give you the basic ideas – feel free to be creative and make your resume uniquely yours!

IDEALLY . . .

Your resume should be one
8 ½" x 11" page

Play with formatting, font,
design, etc. to get it to fit and
look professional

Most significant or important
activities and awards first;
chronologically list
employment



WHAT TO INCLUDE IN A RESUME

- Identifying Information
- Goal/Objective
- Education
- Honors/Recognition/Special Accomplishments
- Volunteer Activities
- Work Experiences

OPTIONAL: Hobbies/Interests
Skills/Talents

1. IDENTIFYING INFORMATION

Donna Lynn Nusser

Mailing address

City, State Zip Code

Phone #

Email address

Speaking of email addresses . . .



- Be sure to make your email address professional sounding
- There are free email sites such as yahoo.com, gmail.com, or hotmail.com
- Be careful what you choose to put on Facebook, My Space, etc.

2. OBJECTIVE/GOAL: What is it you are “going after”?

- GOAL: To obtain work as a sales associate in the automotive industry.
- OBJECTIVE: To become a secondary school U.S. History teacher.
- GOAL: To pursue funding to pursue a Bachelor of Science degree in Biology and eventually my Medical Doctor degree in Dermatology

3. EDUCATION

- Patuxent High School

2008 - 2011

Lusby, Maryland

Diploma – June 2, 2011

- Cumulative GPA: 85%
- Rank: 115 of 321
- Dual pathway completer: College preparatory & Criminal Justice
- Relevant coursework: Juvenile Justice, Criminal Law, Criminal Investigations, AP Psychology, Sociology, AP Statistics

Don't include what you haven't done!!!

If your grade point average or rank is not impressive, don't put that information in the resume to call attention to that fact



EDUCATION: CURRENTLY IN COLLEGE

- **College of Southern Maryland** 2011 – present
Prince Frederick, Maryland
 - Pursuing Associate of Arts degree – Criminal Justice
 - Dean's List – Fall 2011
 - Member, Ski Club, Anime Club, Students Against Drunk Driving

- **Patuxent High School** 2008 - 2011
Lusby, Maryland Diploma – June 2, 2011
 - GPA: 85%
 - Dual pathway completer: College preparatory & Criminal Justice
 - Relevant coursework: Juvenile Justice, Criminal Law, Criminal Investigations, AP Psychology, Sociology, AP Statistics

EDUCATION: A FEW COLLEGE CLASSES TAKEN

- **College of Southern Maryland** 2011 – present
Prince Frederick, Maryland
 - Classes in English Literature, College Algebra, Psychology and Communications
 - Planning to transfer and pursue a Bachelor's of Arts degree in Criminal Justice

- **Patuxent High School** 2008 - 2011
Lusby, Maryland Diploma – June 2, 2011
 - GPA: 85%
 - Dual pathway completer: College preparatory & Criminal Justice
 - Relevant coursework: Juvenile Justice, Criminal Law, Criminal Investigations, AP Psychology, Sociology, AP Statistics

4. AWARDS/HONORS/SPECIAL ACCOMPLISHMENTS:

Include school, community, church, work

- Academic awards
- Citizenship awards
- Attendance awards
- Athletic recognition
- Service awards
- Girl/boy scouting levels reached
- PROWL recognition and positive referrals from teachers
- Employee of the month recognition



AWARDS/HONORS

- National Merit Scholar, Honorable Mention – Grade 11 (OR years received, e.g. 2008)
- National Honor Society – 11, 12
- Superintendent's Award Recipient – 10, 12
- Academic Excellence Award – 9, 10, 12
- Outstanding Achievement in English, Teacher Recognition – 10
- Honor Roll – 9, 10, 11, 12

SPECIAL ACCOMPLISHMENTS:

- Perfect Attendance – 9, 10, 11
- Scholar Athlete – Minds in Motion – 11
- Teacher recognition, Leadership – 11
- Voted “Most Likely to Succeed” – 12
- Special Commendation Received, St. Leonard Volunteer Fire Department – 12
- Appointed by PHS staff to Principal’s Advisory Committee – 11, 12
- Member of 2007 Field Hockey Southern Maryland Athletic Conference (SMAC) Championship team
- 3 time NRA National NJROTC Air Rifle Champion
- Nominee, Daughters of the American Revolution, Girl’s State – 11
- *The Calvert Recorder’s* “Player to Watch” - 12

5. ACTIVITIES:

- School
- Community
- Church
- Summer
- Travel



ACTIVITIES: LISTED

Manager, Football Team – 9, 10, 11

- Varsity letter earned – 11

Participant, Animal Lovers Club – 11, 12

Member, Student Government Association (SGA) – 10, 11, 12

- Treasurer – 11, 12

Participant, Calvert County Parks and Recreation Basketball League – 6, 7, 8, 9, 10, 11, 12

Youth Choir, Jesus the Good Shepherd Catholic Church – 9, 10, 11, 12

Private cello lessons – 7, 8, 9, 10, 11, 12

ACTIVITIES: ANNOTATED

Football Team Manager (Varsity letter awarded) – 9, 10, 11

Assisted coaches with team equipment; responsible for hydration of players during all practices and during games; performed any task asked of me by coach to support the team

Member, Animal Lovers Club – 11, 12

Promoted love and respect for all animals; scheduled guest speakers for club meetings on dog training, animal abuse prevention and dog grooming; personally responsible for 50% increase in membership from 2010 to 2011

ACTIVITIES: ANNOTATED CONT.

Calvert County Parks and Recreation Basketball League – Grades
6 – 12

Consistent involvement with developmental league; improved personal skills, coordination and game play; encouraged teammates to play hard; displayed excellent sportsmanship towards teammates and other teams in the league

ACTIVITIES: BULLETED FORMAT

Football Team Manager (Varsity letter awarded) – 9, 10, 11

- *Assisted coaches with team equipment*
- *Responsible for hydration of players during all practices and during games*
- *Performed any task asked of me by coach to support the team*

Member, Animal Lovers Club – 11, 12

- *Promoted love and respect for all animals*
- *Scheduled guest speakers for club meetings on dog training, animal abuse prevention and dog grooming*
- *Personally responsible for 50% increase in membership from 2010 to 2011*

6. VOLUNTEER EXPERIENCES:



Really rack your brain!! What have you done to support your school?

Neighborhood? Church?

**CANNOT INCLUDE COURT ORDERED SERVICE!!
CANNOT HAVE RECEIVED MONEY FOR YOUR WORK!**

CONSIDER DOCUMENTING ALL SERVICE WITH GUIDANCE (Mrs. King)

VOLUNTEER EXPERIENCE:

FORMAT:

Job Title, Organization/Business, City, State – Dates/Years of Work

Cat Socializer, Calvert Animal Welfare League (CAWL), Prince Frederick,
Maryland – 9, 10

ANNOTATED:

Volunteer, Calvert Animal Welfare League (CAWL), Prince Frederick,
Maryland – 9, 10

100% adoption of cats during my time as a volunteer; took responsibility for socializing shy, traumatized cats at this “no kill” shelter; administered oral vaccinations and deworming medicines

VOLUNTEER EXPERIENCES:

Coordinator, SGA Senior Citizen's Prom – 11, 12

Organized this fun community event together with local retirement facility; obtained funding and food donations from local restaurants and businesses; over 50 senior citizens in attendance

Team Captain, Relay for Life, American Cancer Society – 10, 11, 12

Fundraising efforts increased each year; participated in all night "relay" at Calvert High School

Blood Donor, American Red Cross – 12

Contributed to helping PHS reach a record high percentage of participation and units of blood

7. WORK EXPERIENCE

FORMAT:

Job Title, Organization/Business, City, State – Dates of Employment

Life Guard, Cove Point Park, Lusby, Maryland – April 2008 – present

- CPR and first aid certified
- Promoted to Guard Scheduling Manager within 6 months

Dishwasher, Robert's Restaurant, Prince Frederick, Maryland – Summer
2009

Sandwich Artist, Subway Restaurant, Lusby, Maryland – January 2010 – June
2010

8. SPECIAL SKILLS:

Include key traits and skills that will impress:

RESPONSIBILITY
TIME MANAGEMENT
ORGANIZATION
DEDICATION
HARD WORK
LEADERSHIP

CREATIVITY
ARTISTIC TALENTS
ATHLETIC TALENTS
BILINGUAL
COMPUTER EXPERIENCE
MULTI-TASKING

****EXPERIENCE RELATED TO THE JOB YOU ARE
SEEKING**

SPECIAL SKILLS:

- Proficient in Microsoft Excel, Access and PowerPoint software
- Excellent time management skills
- Dedication and hard work evidenced by consistent involvement with athletic program
- Detail oriented personality
- Superior presentation and communication skills
- Mechanically inclined and able to use a wide variety of hand and power tools

9. HOBBIES/INTERESTS:



- Include if resume is “light”
- Good way to include the ways you spend your time if not involved in an organized group or activity



HOBBIES/INTERESTS:



Reading, travel, Civil War history, gardening

In General . . .

- Make sure the information on your resume is **relevant**, **true** and **complete**
- Make your resume **easy to read** and **attractive** with **consistent** formatting and **good** organization
- Double check **spelling** and **grammar**

Bethany Butler
321 Hawk Road
Dallas, TX 75235
home: 214.555.2345
cell: 214.486.4567

Education

Hillcrest High School, Dallas, Texas
September 2002 – May 2006

Experience

Buy Stuff Here, Northpark Mall, Dallas, TX
Sales Associate

- Maintain and restock inventory
- Provide customer service
- Operate computerized cash register system
June 2005 – Present

Child Care

- Provide child care for several families after school and on weekends

2002 - Present

Achievements

- National Honor Society - 2004, 2005, 2006
- Tennis Regional Championship team captain - 2006

Volunteer Experience

- Goodwill Thrift Store volunteer
- MS 150 Bike Tour - 2005
- District Essay Contest Finalist - 2006

Interests / Activities

- Member of Hillcrest High School Tennis Team
- Girl Scout
- Yearbook Photographer

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sally Smith

3800 N. Locust Grove ♦ Eagle, ID 83616 ♦ (208) 288-2928

Career Objective

To utilize my skills and experiences as a computer maintenance technician

Education and Training

Meridian Charter High School

Expected graduation date: May 2003

Technology HTML, Java, Visual Basic for Applications, C++

Math Honors Calculus, Honors Functions, Statistics, and Trigonometry

Accelerated Geometry, Accelerated Algebra 1-4

English Technical Writing

Science Digital Electronics, Physics, Earth Science, Biology

Skills and Abilities

- ◆ Trained coworkers on how to use Image AXS
- ◆ Created/modified Access databases and programs
- ◆ Taught Microsoft Access 97 classes
- ◆ Setup new computers and installed hardware/software
- ◆ Fixed hardware/software problems
- ◆ Performed technical support over the phone

Computer Projects and Software Experience

- ◆ Windows 2000, NT, 98, 95, 3.1
- ◆ Microsoft Access 2000, 97
- ◆ Microsoft Excel 2000, 97
- ◆ Microsoft PowerPoint 2000, 97
- ◆ Microsoft Word 2000, 97
- ◆ Microsoft C++
- ◆ Microsoft Visual Basic for Applications
- ◆ Image AXS
- ◆ Internet Explorer
- ◆ Netscape Navigator
- ◆ GroupWise 5.54, 5.20

Employment History

- | | | |
|---------------------------|-------------------------|---------------------------|
| ◆ Meridian Computers | Technician & Programmer | November 2001 – present |
| ◆ Boise City Parks & Rec. | Desktop Support Intern | June 2001 – October 2001 |
| ◆ Hollywood Video | Customer Service | February 2001 – June 2001 |

Memberships

- | | | |
|-------------------------|-----------------------------|-----------|
| ◆ Past president | MCHS Chapter/SkillsUSA-VICA | 2001-2002 |
| ◆ Member | MCHS SkillsUSA-VICA | 2000-2002 |
| ◆ Junior Representative | MCHS Student Government | 2001-2002 |

Awards/Achievements/Certifications

- ◆ Principal's Honors Award 2001
- ◆ East Jr. High/Tech Support Award 1998
- ◆ Honor Roll 2000, 2001, 2002

References

Available upon request

RONALD NATHAN, JR.

777 Ashe Drive ~ Boston, Massachusetts 01095

413-555-1212

support@resumeeedge.com

QUALIFICATIONS

Academically-gifted Student who excels at math and physics. Recently received 1600 on the SAT, with additional honors as the Class of 2002 Valedictorian. Consistently displays leadership abilities as President of the National Honor Society and Student Council President. Believes any obstacle can be overcome to achieve all dreams.

ACADEMICS

WILBRAHAM MONSON ACADEMY, Wilbraham, Massachusetts

High School Diploma, expected June 2002

- *Student Council President, 2001-2002*
- *Captain, Tennis Team, 2001*
- *Valedictorian, 2002*
- *Member, Spanish Honor Society, 2000*
- *President, National Honor Society, 1998-2002*
- *Member, Peer Leadership Club, 1999*
- *National Merit Scholar Finalist, 2001*

- SAT: 1600 • SATII Writing - 760, Physics - 800, Math IIC - 780
- Advanced Placement Scores: Calculus - 5, US History - 5, Physics - 5

GOVERNOR'S SCHOOL IN THE SCIENCES, Madison, New Jersey

Coursework, Summer 1995

- Studied Molecular Orbital Theory and Cognitive Psychology.
- Conducted research to calculate the cosmological constant by tracking Pluto's orbit.

JOHNS HOPKINS UNIVERSITY, Baltimore, Maryland

Coursework, Summer 1994

- Studied Number Theory through the Center for Talented Youth Program.

PROFESSIONAL EXPERIENCE

CREST HILLS COUNTRY CLUB, Boston, Massachusetts

2000 and 2001

Assistant Tennis Pro (Summers)

- Gave individual and group tennis lessons to country club patrons.
- Assisted in selling tennis products from the pro shop, including sun visors, rackets, and shoes.
- Maintained equipment.

JASON NORRIS

12345 Street Name Ave.
Richmond, VA 11111

email@resumewriters.com

(555) 555-5555
(555) 555-5555

Profile

- **Hands-on and diverse experience and accomplishments in management, sales, and financial support** – Oversaw operations that included staff supervision and training, cash control, marketing and promotion, and customer relations.
- **Accomplished professional with proven track record of success** – Consistently achieved sales targets and led company in revenues generated; ensured high levels of customer service to ensure satisfaction.
- **Motivated and focused multi-tasker** – Maintained high standards of quality and productivity to ensure ongoing business development and professional growth of staff.
- **Proven relationship management skills** – Developed solid partnerships with all levels of staff and clients to achieve goals in team-oriented environments.
- **Excellent communication and presentation skills** – Facilitated ongoing communications by conveying objectives clearly and effectively.

Education

UNIVERSITY OF VIRGINIA
Candidate for Bachelor of Science Degree in International Relations, June 2006

RICHMOND SENIOR HIGH SCHOOL
Graduate, 2000

Class Treasurer - Maintained detailed financial records, organized fundraisers, and coordinated key class events

Experience

08/05 – Present

SPORTSAUTHORITY

Department Manager (01/06 – Present)

- Oversaw operations for department generating daily sales of \$5,000.
- Responsible for promotion, merchandising, and staff supervision and training.
- Ensured store coverage through detailed scheduling.
- Assisted with financial functions, including cash control and balancing and preparing daily deposits of \$5,000 to \$10,000.

Warehouse Manager (11/05 – 12/05)

- Coordinated warehouse functions during high-volume holiday season.
- Maintained organization and cleanliness of facility.
- Processed merchandise and maintained stock levels for high-end merchandise.

Lead Price Audit Coordinator (10/05 – 11/05)

- Supported store-wide price changes, scoring 100% on pricing section of audit.
- Issued weekly advertisement, unadvertised sales, and price change audits.
- Ensured adherence to signage standards.

Sales Associate (08/05 – 10/05)

- Promoted sales of fitness equipment.
- Consistently increased revenues throughout tenure and led district in sales.
- Developed and maintained positive relationships with customers.

01/04 – 05/05

BOURBON ST. PUB

Bartender/Manager

- Directed various operations, including financial and customer service functions.
- Identified staffing need and scheduled employees to ensure coverage.
- Partnered with vendors to ensure proper planning of popular products.

Computer Skills

Microsoft Office, AS/400, Adobe Photoshop

Sample Resume provided by www.ResumeWriters.com