

Creating an Effective Resume

The Why and How's



Why Do I Need to Care About This?

A resume is one of the Most important tools for your job or college search

- ❖ Your Resume is a one or two page Brag Sheet that gives you the opportunity to showcase your top skills and qualities to complete strangers
 - It's your First Impression!
 - It's your marketing tool for yourself - Your Insta
 - How the employment world sees you
- ❖ Employers make hiring decisions based on your resume
- ❖ Colleges use your resume to make entrance decisions
- ❖ This is your KEY to opening the door to an interview
 - Don't lose before you even get started!

Where Do I Start?



To get started, review information on the different parts of a resume

- **Resume Contact Section** - Located at top of resume, includes your name, address, email address, and phone number. Make sure your name stands out, bold and larger font
- **Resume Objective** - Section used to express your employment goals to the hiring manager or recruiter. Customize it to match the job for which you are applying.
- **Resume Profile** - A summary of your skills, experience, and goals written for a specific job posting. Should be listed directly above any employment history.

Where Do I Start? cont'd

- **Resume Education** - List your academic achievements, along with school and year graduated. List any special awards or honors you earned.
- **Resume Experience Section** - Companies you've worked for, dates of employment, positions you held and a bulleted list of responsibilities.
 - This is the cliff notes section for the hiring manager.
 - Internships, summer jobs and temporary jobs can be included, paid or not
 - Include volunteer and extracurricular experience, including sports, clubs, student council, etc
 - Highlight any leadership positions - Captain of sports team, officer of a school club
- **Resume Skills Section** - Lists the abilities you have that relate to the position being applied for, to include computer skills, software skills and language skills.

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%.
- Arrange all club photos and pages to correspond to yearbook theme.
- Trained and supervised 2 sophomore students in graphic design.

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs.
- Edited and curated photos used for school paper; increasing readership by 15%.
- Custom design page layouts to fit articles, photos, and advertisements into strict format.
- Contributed to school's online publication by designing page layouts to accommodate mobile screens.

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising.

Student Resume with no work exp

Contacts Section

Profile Section - Motivated student who demonstrates strong work ethic. GPA or class standing

Education Section

Achievements Section

Skills

Awards, Honors

Where Do I Start? cont'd

- **Resume Keywords** - It's important to include keywords in from the job posting or job description in the content of your resume. Ex: A customer service representative might include customer service, computer skills and order entry
- **Resume Format** - Your resume should be properly formatted with a simple font and plenty of space so it's visually appealing to the reader.
 - It's important to customize your resume, so it reflects your knowledge/skills/abilities.
- **Resume Samples/Templates** - Good idea to review resume examples for a variety of employment opportunities.

Student Resume Sample

Download a Student Resume Sample
at thebalancecareers.com

1 List job-specific skills.

Nicholas Student

123 Main Street • Anytown, New York 10001 • (123) 456-7890 • nicholas.student@email.com

2 Interpersonal “soft skills”

QUALIFICATIONS SUMMARY

Self-motivated and highly reliable university student positioned to contribute strongly to customer service operations demanding tact, enthusiasm, and an exemplary work ethic.

- **Customer Service:** Able to utilize strong math skills, team orientation, and interpersonal strengths to ensure provision of high-quality customer service within fast-paced retail environments.
- **Communication & Presentation:** Charismatic communicator in speech and in writing. Build lasting relationships with both peers and customers.
- **Organization / Computer Skills:** Outstanding time-management and organizational abilities. Technical proficiencies include Microsoft Office Suite and social media.
- **Key Strengths:** Intelligent and loyal team member, readily listening to others, acknowledging peer accomplishment, and contributing to positive and productive work environments and team morale.

EDUCATION

3 Place the “education” section immediately after the Qualifications Summary.

B.A., Business Administration (Anticipated June 2020); 3.87 GPA

New York University, New York, NY

Dean’s List; Rush Chairman, Alpha Beta Kappa; Phi Eta Sigma Honors Society.

4 Include GPA if it’s 3.5+.

5 Highlight key college honors.

EXPERIENCE HIGHLIGHTS

6 Describe college experience here as if it were a job.

NEW YORK UNIVERSITY, New York, NY

Student, Business Administration (2016-Present)

Currently pursuing comprehensive four-year course of study in business administration, laying solid groundwork for eventual career in technology sales. Completed coursework includes negotiation, statistics, and principles of management. Enthusiastically lead group projects and mentor peers in subjects including writing and mathematics.

- Earned Dean’s List recognition for every term of attendance.
- Volunteered as guide to high school students participating in college orientation sessions.
- Selected as dormitory RA tasked with ensuring the welfare of 50 student residents.

THE GAP, New York, NY

Sales Assistant (Summers 2017 and 2018)

Demonstrated engaging customer service skills and a solid work ethic as Sales Assistant for busy retail store. Greeted customers and helped in product selection, check-out, and merchandising.

- Willingly stepped up to work overtime to ensure adequate staffing during sales events.
- Earned ‘Employee of the Month’ awards during both summers of position tenure.

7 List college accomplishments.

Student Resume Sample

Download a Student Resume Sample
at
<https://www.thebalancecareers.com/high-school-resume-template-2063264>

Zoe Applicant

555 Main Street • Jacksonville, FL 33333 • (123) 456-7890 • zoe.applicant@email.com

RETAIL SALESPERSON

Bringing energy, enthusiasm, and problem-solving skills to any position

High-achieving student-athlete seeking an entry-level position in retail sales. Key skills include:

- Distance runner with a strong work ethic
- Problem solver
- Leadership experience
- Fast learner

EDUCATION & CREDENTIALS

BEACH HIGH SCHOOL, *Jacksonville, Fla.*

Diploma expected 2021

Awards & Honors

- Honor Roll, each of first three years of high school
- Second-place award in Duval County Literary Criticism Essay Contest

Skills & Certifications

- Microsoft Office Suite
- Adobe Creative Suite
- CPR
- PADI (scuba diving)

Activities

- Three-year member of the cross-country team, co-captain as a junior
- Three-year member of track & field team with fourth year projected
- Three-year member of the school newspaper staff, entertainment editor as a junior
- Two-year member of the school's Gay-Straight Alliance (GSA)

PROFESSIONAL EXPERIENCE

CITY OF JACKSONVILLE BEACH, *Jacksonville Beach, Fla.*

LIFEGUARD (JUNE 2020—Present) Monitor beaches and respond to swimmers or beachgoers in need of assistance.

JONES FAMILY, *Jacksonville, Fla.*

BABYSITTER (February 2017—Present) For more than three years, have regularly cared for three children aged 4-11 when parents are away.

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Sam Student

123 Main Street • Pleasantville, New York 10001 • (123) 456-7890 • sam.student@email.com

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Michelle Washington

18 Sunnyside Boulevard, Arlington, NY 16543
mwashington@email.com • 111.123.1234

Education

Arlington High School, Arlington, NY
CLASS OF 2020 (3.9 GPA)

Experience

Pet Sitter — Arlington, NY
-- June 2018 to Present

Established and run successful pet sitting business including dog walking, feeding, and yard care. Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships.

Soup Kitchen Volunteer — Arlington, NY
-- September 2018 to Present

Act as weekend/holiday volunteer manager at local soup kitchen, scheduling volunteer time slots, managing intake of donated food, and assisting with preparation and distribution of meals on Sundays and holidays including Thanksgiving, Christmas, and Easter.

Child Care Provider — Arlington, NY
-- June 2016 to June 2018

Provided childcare for several families after school, on weekends, and during school vacations.

Skills

Customer service
Hospitality
Microsoft Office
Google Drive

Awards & Achievements

National Honor
~~Honor~~ Roll
President of high school Volunteer Club
MVP, Arlington Varsity softball team

Tips To Remember

- ★ Use action verbs to describe responsibilities
- ★ Beware embarrassing formatting mistakes that could cost you
- ★ The value is in the details - Don't lie
- ★ Spend adequate preparing. Don't fail by failing to prepare!
- ★ Double check your grammar and spelling - Proofread, Proofread, Proofread
 - Utilize your technology tools
 - Spell check
 - Formats

- ★ **Would you send an embarrassing pic or poorly written message to someone you wanted to impress!**
 - **ABSOLUTELY NOT**
 - **Think of this as a professional competitive where you are showcasing the Best of YOU!**

Questions ?



I did come to realize that getting your first job is hard, but it's not nearly as hard as getting your seventh job. That is hard. That's when you really have to prove it to people.

Anna Faris

PICTUREQUOTES.COM



*Congrats and
Good Luck in your
future endeavors
Knights!*

*Veronica Salazar, OLLU 1996, BBA
25 years in Human Resources
Human Resources Manager
Pro-Vigil, Inc.*



“

Don't be scared of all the 'no's' you're going to get. No one is getting a 'yes' all the time. Even the most successful people have been told no again and again.

— **Whitney Port**

“

We need to accept that we won't always make the right decisions, that we'll screw up royally sometimes – understanding that failure is not the opposite of success, it's part of success.

- ARIANNA HUFFINGTON -

