

The background is a dark grey chalkboard with various white chalk sketches. On the left, there's a large sketch of a microscope. Above it, a globe of the Earth is drawn. Below the microscope, there are sketches of books and papers. On the right side, there are sketches of a percentage sign, an exclamation point, and some geometric shapes. The overall theme is educational and scientific.

Writing Your Resume'

MCCTC Career Based Intervention

What is a Resume'?

A resume' is a summary of your skills and qualifications.
It tells:

- Your education
- Your skills
- Your work experiences
- Everything you have to offer a potential employer

Skills Resume'

A skills resume lists your achievements by type of skill.

Skills resumes are sometimes called “Functional Resumes”.

Skills Resume'

1. Heading
2. Job Objective: (what kind of job are you attempting to secure)
3. Work Experience: (substitute school experience if you lack work experience)
4. Skills: (this section will allow you to record any skills that you may have developed through work or extra-curricular activities)
5. Education
6. Other: Clubs or activities, Honors or awards, Interests or hobbies.

Heading

The heading contains your name and contact information

- List your first name and last name (no nicknames)
 - Add your middle initial or middle name if you like
- List your street address, city, state, and zip code.
- List your home phone number below the address
- List your e-mail address if you have one.

Heading

Joe Jobscan

Seattle, WA | (206) 555-5555

joe-jobscan@example.com | [linkedin.com/in/joe-jobscan-123](https://www.linkedin.com/in/joe-jobscan-123)

Job Objective

Job Objective is the type of job that you want.

Your Job Objective should be:

- Specific
- Match the job for which you are applying

Example: To further my experience and knowledge in the field of electronics and warehouse.

Skills Summary

A Skills Summary highlights the education, experience, and skills that you have that are relevant to the job that you are applying for. When writing your Skills Summary you should include:

- Job specific skills such as typing, speaking another language, and/or computer knowledge.
- Transferable skills such as being dependable and paying attention to detail.
- A list of skills that relate to the job you are applying for.

Example of a Skill

Attention to detail

- Managed computerized records for four attorneys.
- Spent 100 hours preparing legal brief for Law Honors Project
- Wrote and distributed over 50 phone messages per day at law firm.

Work Experience

Work Experience is a list of all the jobs that you have done.

- List the most recent job first.
- Include the name and location of each employer.
- List even small jobs such as baby-sitting and grass cutting the show you are dependable and hard working.
 - Write bullet points for each job.
 - Describe your accomplishments for each job.
 - Use action verbs (hand out).
 - Use past tense for actions you did in the past and use present tense for things that you are still doing.

Education

Education lists all your secondary and postsecondary education.

- List the name and location of each school.
- List the date you finished or the date you are set to finish.
- List and vocational classes (CBI).
- List other classes or projects that might help you on the job.

Clara Johnson

122 East Lake Street
Winston-Salem, NC 34567
(501) 233-5454

Education

Snuff Mill High School, Winston-Salem, NC
Expected Graduation June 2007

Extracurricular Activities

Actor, Theater Club, Snuff Mill High School, Winston-Salem, NC, 2004-2007

- Maria in *The Sound of Music*
- Cora in *Anyone Can Whistle*
- Ensemble in *Guys and Dolls*

Senior Class Officer, Snuff Mill High School, Winston-Salem, NC, 2006-2007

- Organized senior events including prom
- Fundraised to pay for events

Community Service

Volunteer, American Red Cross, Winston-Salem, NC

- Served soup at soup kitchen
- Organized a toy drive at Christmas for children in shelters
- Coordinated food drive for Thanksgiving

Work Experience

Sales Associate, Target, Winston-Salem, NC

- Helped customers check out
- Priced items
- Restocked items
- Became floor team leader
- Named Employee of the Month three times

Other Skills

- Conversational French
- Conversational Spanish
- Piano

Skills Resume'

When writing a Skills Resume start your resume by listing what you do well. Strongest skills first.

Group your skills into categories.

- Attention to detail
- Dependability
- Responsibility
- Initiative
- Communication Skills
- Problem-Solving Skills
- Sales Skills
- Customer Service Skills
- Computer Skills
- Management Skills

Create bullet points and list three or four points for each skills

- Start each bullet with an action verb
- Make sure you use past tense for what you did in the past and present tense for what you are doing now.

One last thing..... Make sure your resume is perfect.

- Is the information correct?
- Is the information your best?
- Spelling (spell-check)
- Grammar
- Punctuation
- Ask a friend or relative to look it over
- Use black ink on white paper
- Make sure that it is easy to read
 - Page is not crowded
 - Spacing is appropriate
 - Unwrinkled