# Resume Building - Helpful Hints

In order to prepare for job interviews, you will need to create a resume that presents you in the best possible manner. A resume introduces you to a potential employer, illustrates your skills and accomplishments, and defines your goals and direction.

### **Resume Outline**

#### **Name and Contact Information**

- First and Last Name
- Street Address
- City, State, Zip Code
- Phone (Landline and/or Cell #)
- Email address

## **Objective**

- Show your interest and enthusiasm
- Be realistic
- Make sure your objective fits the employer to whom you are giving the resume

### **Education**

- School most recently attended
- Awards and Honors
- Any classes you have taken outside of your school

#### **Experience**

- Lists any paid or volunteer work history you may have had.
- Include: the name of the employer, location (city, state), dates worked, the position held and at least two or three bullet points of your responsibilities and achievements.
- Also include participation in afterschool or other out-of-school time programs. Any activity that helped you learn a new skill can be listed here.

#### **Skills**

- Have you led a team, organized an event, or built something?
   What skills did you need to accomplish it?
- Computer skills, languages you may speak, experience with specialized equipment, other special talents or knowledge that you have in a specific area

#### Honors/Awards

• List the name of any awards you have received and the dates you received them

## References available upon request

Do not include references with your resume. Instead prepare a separate list of references to give your employer should they request it. References can be former supervisors, teachers, coaches, youth workers, or mentors who know you well enough to speak of your abilities. Do not include family members as references.

More helpful hints to create an impressive resume

## Do's:

- Keep your resume to one page
- Use an 11 or 12 point type font in the arial or times new roman font style
- Use bold/caps to make all section headings stand out
- Make sure your resume is well organized, accurate and easy to read
- Use resume quality paper in white or ivory only
- Double check spelling and grammar
- Make sure all phone numbers and addresses are correct and current
- Update your resume frequently
- Check your mail and email often

# Don'ts:

- Don't use the word "resume"
- Don't use the word "I"
- Don't include salary information
- Don't include testimonials
- Don't give personal statistics or profile (e.g. age, height, weight)
- Don't include photographs
- Don't use too many font styles or sizes
- Don't include references as part of the resume itself
- Don't make anything up

#### **Resources:**

Mayor's Youth Council of Boston Teen Resume Guide http://www.bostonyouthzone.com/myc/pdfs/ teen\_resume\_guide.pdf

Chicago After School Matters Resume Building and Interviewing Helpful Hints

http://www.afterschoolmatters.org/teens/post-secondary/resumes



# **Resume Power Words**

Action verbs are the key to making your accomplishments sound impressive. If you're like many young people, you're worried that you haven't done anything that will get you the job. But you've probably done more than you think you have. Using words like these to describe what you've done at work or in other activities can help highlight your experiences.

# Positive words for any resume:

Able	Creative	Dependable	Hardworking	Professional
Adaptable	Capable	Dynamic	Honest	Reliable
Ambitious	Competent	Efficient	Imaginative	Responsible
Analytical	Confident	Experienced	Independent	Successful
Articulate	Consistent	Flexible	Motivated	

Friendly

# If you've started something:

Bright

Created	Founded
Designed	Generated
Developed	Implemented
Devised	Initiated
Established	Organized

Dedicated

# See sample resumes on pages 5 & 6

People-oriented

# If you've led something:

Administered	Coordinated	Guided	Prepared	Screened
Approved	Directed	Instructed	Prioritized	Selected
Assessed	Enabled	Managed	Recruited	Solved
Assigned	Enlisted	Monitored	Researched	Structured
Coached	Ensured	Motivated	Resolved	Supervised
Conducted	Evaluated	Orchestrated	Reviewed	Taught
Controlled	Facilitated	Planned	Scheduled	Trained

# If you've done something:

Achieved	Completed	Engineered	Investigated	Reconciled
Acted	Composed	Enhanced	Maintained	Reduced
Advised	Consolidated	Expanded	Maximized	Reorganized
Allocated	Collaborated	Expedited	Negotiated	Participated
Analyzed	Contributed	Finalized	Obtained	Revised
Attained	Decreased	Forecasted	Performed	Represented
Balanced	Demonstrated	Identified	Presented	Simplified
Calculated	Diagnosed	Improved	Produced	Specified
Clarified	Documented	Increased	Promoted	Stimulated
Classified	Drafted	Integrated	Provided	Streamlined
Compiled	Edited	Interpreted	Quantified	Strengthened



# **TONY MATTHEWS**

123 Saint Paul Avenue Saint Paul, MN 55116 651-222-1234 tony.matthews@yahoo.com

**OBJECTIVE** To obtain knowledge of the day-to-day work of a business through a part

time job, summer internship and/or job shadowing experience.

**EDUCATION** Central High School, Saint Paul, MN

Expected graduation: June 2012

**EXPERIENCE** Youth Job Corps: Landscaper Summer 2010 – present

• Carried out lawn care for several public parks

• Organized tools, materials and maintenance schedules

• Reviewed safety concerns for various sites

• Contributed to the creation of outdoor design layouts

• Attended weekly professional seminars

<u>Fashion Club Secretary</u> November 2010 – present

• Attended meetings and prepared minutes for distribution

• Coordinated a Facebook fan page to share information

• Contribute to an annual fashion show for the student body

BYZ Community Center

October 2009 – August 2010

• Tutored in math for grades 1-8

• Assisted with office and staff schedules to ensure proper coverage

• Served as a liaison between parents, employees, and tutors

**SKILLS** Proficient in Microsoft Office and Internet research

Honors in Math and English Fluent in Spanish language

**AWARDS** School Spirit Award – 2010, Junior Varsity Football MVP Award - 2010

# Jessica Jones

23 Charlestown Street Saint Paul, MN 55106 Phone: (651)-253-1111

Email: jessica.jones@gmail.com

Education

Johnson High School Class of 2012

**Work Experience** 

Mar 09 – Present Saint Paul, MN Junior Counselor, Church of Saint Paul

Assist with service preparation

- Provide childcare services to families with young children

Apr 10 – Present Saint Paul, MN Youth Representative, Environmental Council

- Outreach to and network with staff at youth programs and

facilities

- Learn about community issues from peers

Communicate teen marketing strategies for campaign

Jun 09 – Aug 10 Saint Paul, MN Youth Staff, Fitness initiative

- Created engaging fitness routines

- Modified existing activity guidelines

- Taught youth about sportsmanship, loyalty, and perseverance

**Volunteer Experience** 

Jun 10 – Aug 11 Saint Paul, MN **Volunteer, African Community Center** 

Planned activities and organized programming for children

Trained other youth volunteers and served as an interpreter

**Skills** Computer: Proficient in Internet Explorer, Microsoft Word,

Outlook, Excel and Power Point

Language: Knowledgeable in Spanish (2 years of study)
Other: Responsible, Efficient, Dependable, and Team Player

**Honors and Awards** Saint Paul Reading Contest Finalist – 2011

Teen Arts Contest – Second Prize – 2011

Saint Paul Youth Council – Teen Activist of the Year – 2010