



RESUME WRITING

If you are worried about writing a resume, or struggling with the task, you're not alone! But creating your first resume doesn't have to be an intimidating task if you understand the goal of your resume - to generate interest and interviews. It doesn't have to get you a job and it doesn't need to cover your life history. It simply has to pique the interest of the reader and answer the only question he cares about: will this candidate add value to my company?

What to Include on Your First Resume

Many students and recent graduates worry that they don't have enough experience to create a compelling resume. Don't be concerned. Once you start to really think about your background, you'll be surprised at what you have to boast about. The content of your resume will be determined by your own unique experiences, skills and background but as a general guideline you should include:

- Positive personal characteristics
- Technical and computer skills
- Coursework relevant to your desired profession
- Educational accomplishments (include your GPA if it's over 3.0)
- Skills and experience gained during internships or summer jobs
- Other related accomplishments (design awards, recognition, winning competitions etc.)
- Work History (include unpaid work if it relates to your target positions)
- Start every sentence with a action verb (list on back)

The key is to emphasize those things that demonstrate your value and to leave out those things that don't. For example, if you are looking to work in Information Systems, your ability to program in C++ will be important - but the fact that you have won awards for water skiing won't! Don't include hobbies unless they directly relate to your goal.

Sally Student
123 Main Street
North Easton, MA 02356
(508) 555-6500

SUMMARY OF QUALIFICATIONS

- Excellent communication skills
- Able to quickly learn new tasks
- Works well alone and as a part of a team

EDUCATION

Oliver Ames High School
Candidate for High School College Preparatory Diploma

North Easton, MA
June 2017

EXPERIENCE

Charlie's Pizzeria
Counter Help

- Assisted customers with orders.
- Maintained and restocked inventory.
- Provided customer service.
- Operated computerized cash register system.

Brockton, MA
June 2015 – Present

Great Moose Camp
Camp Counselor

- Helped write and implement a weekly schedule for your camp group.
- Organized and lead a variety of small and large group activities each week.
- Identified and responded to camper behavior issues.

Killington, VT
Summers 2003- 2015

VOLUNTEER EXPERIENCE

- Big Brother / Big Sisters
- Green Team
- Run for Life

| Management skills | Communication skills | Clerical or detailed skills |
|--|--|---|
| administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised | addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote | approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated |

| Research skills | Technical skills | Teaching skills |
|--|---|---|
| clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized | assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded | adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated |

| Financial skills | Creative skills | Helping skills |
|-------------------------|------------------------|-----------------------|
|-------------------------|------------------------|-----------------------|

| | | |
|---|---|---|
| <p>administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched</p> | <p>acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped</p> | <p>assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented</p> |
|---|---|---|