

# ***RESUMES***

## ***“Marketing Yourself”***

### *Telling others your strengths and accomplishments...*

A resume is simply a well-organized report of your accomplishments. This packet provides suggestions and samples for resumes that high school students can use when seeking scholarships, honors, college admission and jobs. Caution: resumes in the adult business world require a different format. (Your high school business teacher or local employment office can provide samples of those.)

Create a resume that focuses on your strengths. If your work experience/skills are your strong area, list those higher on the page. If your athletic/activity honors are greatest, place them first, and so on. Each sample in the following pages provides a different focus.

Save your resume in a place where it can be updated periodically. Many computer programs provide resume templates; you provide your information and it is formatted for you. These can be frustrating, however, if your information requires major changes to the pre-formatted form. In some cases, it is easier to create it yourself.

Include details about specific skills you have acquired. List equipment, tools, software, instruments, etc., that you have skill in using. Some students find it helpful to sit with an adult who asks about their jobs, course work, and hobbies. As they talk, the list of skills becomes longer and longer!

Print your resume on a *GOOD PRINTER*. If a selection committee had to make ten copies, would it copy well? Nothing is worse than a resume so pale you can hardly read it. Printing your resume on a nice quality paper adds a touch of class. Avoid bright colors. Keep it looking business-like. Avoid clip art and printer fonts that are distracting. Ask an adult for feedback on your first draft.

Check for spelling and typing errors. Then give it to someone else to double check!

Keep it to one page whenever possible.