



Writing a Resume

Review the sample resumes attached to this document. When you've analyzed them, it's time to write your own. You can update your resume each semester during high school, and use it when you apply for any volunteer positions, when you apply for an internship, and when you apply for a job. You will want to include all of your relevant skills and experience. Follow the steps below to create your resume. Read through all of the steps before you get started. As you work, you may want to reference the sample resumes for ideas. Make sure that your resume meets or exceeds the assessment criteria provided at the end of Step 5 of this assignment sheet.

Step 1: Set Up Your Document

An easy way to create a resume with good formatting is to use a Microsoft Word template that is designed for a resume. Your teacher can help you locate the template when you open Word on your computer. It's important to save your resume on a flash drive or online platform, like an electronic portfolio that you can access. You will continue to add information to your resume each semester as you gain more experience and skills. When you send your resume to a business partner or interviewer, they may be receiving resumes from multiple candidates and you want to make it easy for them to keep organized. Save your resume document with a straight-forward file name like Name_School_Date.

Step 2: Organize the Content of Your Resume

Your resume should include these sections:

- **Contact Information:** Your name, mailing address, email address, and phone number should be listed at the top of the page. Use an appropriate email address—something businesslike and easy to understand, not cooldude09@yahoo.com.
- **Objective:** Start your resume with an objective, which should include your career interests or skills you want to develop. Think about what type of job or internship you're interested in pursuing. Your objective should give potential employers information about the type of work you want. Setting an objective will also help you focus on the best information to include in your resume.
- **Education:** Give the name and location of your high school, what grade you're in, your GPA, and relevant coursework, or courses that match your future goals.
- **Experience:** List your work experience. Begin with any paid relevant work experience you have, and then list your volunteer work experience. List your work experience in chronological order, from most recent to least recent.

List the name of the employer, the city and state in which the employment occurred, your title while employed if you had one, and the dates of employment in a month and year format.

Under each job, use one or two bullets to describe your accomplishments during the job. Begin each bullet with an action-oriented word. For example, instead of "Was asked to create financial educational materials," use "Created and distributed financial educational materials to community members."



- **Activities, Honors, Skills, Achievements, and Qualities:** Following your work experience, include additional information that makes you a good candidate for a job or internship. Consider the following:
 - List community service, extracurricular, athletic, or academic activities that say something relevant about you. For example, if you were on the football team, you are showing that you are willing to work hard, put in the practice, and be part of the team; most jobs would require these qualities in an employee.
 - List honors or awards you have received.
 - List special skills that you have, such as speaking another language or being proficient in computer programs, like Microsoft Excel or PowerPoint.
 - List specific finance or business-related achievements that show your commitment to a career in finance, such as your work on your culminating project.
 - List personal qualities that make you stand out, such as being energetic, ambitious, or compassionate.

Step 3: Set Up the Format of Your Resume

Keep the length to one page. Two- and three-page resumes are standard for experienced job-seekers, but high school student resumes should be short.

Make the resume easy to read and visually appealing. Use a resume template, and keep to the standard fonts, colors, and font sizes. Always use bullet points to highlight your accomplishments.

If you are printing your resume, use standard 8.5" x 11" white paper.

If you are submitting your resume electronically, save your Word file as a PDF. This ensures that the formatting doesn't look different on someone else's computer.

Step 4: Focus on Clarity, Detail, and Language

Be sure that the information you include is relevant to the internship or job for which you are applying. For example, if you are applying for an internship with an accountant, include experience that you've had working with numbers or financial records, such as volunteering in the business office of your local SPCA.

Be specific as you describe your responsibilities and accomplishments. For example, instead of writing "Used computer and cash register," write, "Entry of information into computer database, as well as handling of customer payments."

Use action words to describe your accomplishments. (Consult the list of action words at the end of this assignment sheet.) For example, instead of saying "Did tasks for lead bookkeeper," say "Assisted lead bookkeeper with gathering and tallying of weekly expenses." The word "did" doesn't say much about you as a candidate, but the action word "assisted" shows that you are helpful, responsible, and able to follow directions. Action words say more about your abilities.

It is standard on resumes *not* to use complete sentences to describe your accomplishments. So, instead of using "I created a program," use "Created a program."

Write out numbers from one through nine; use numerals for 10 and up.



Informal abbreviations, such as AKA, are inappropriate on a resume. However, it is acceptable to use abbreviations commonly used in the finance field. For example, instead of writing out Certified Public Accountant, it is acceptable to say CPA.

Step 5: Review Your Resume

Check, and then double check, the spelling and grammar on your resume. When you submit your resume to a potential employer, it should be “squeaky clean.” A small oversight, such as a missed period or misspelled word, will stand out to the employer. Employers may see these errors as an indication that you don’t pay attention to detail.

Ask someone you trust to proofread your resume. Ideally, the person will have some experience creating resumes and can not only check for spelling and grammar errors but can also offer suggestions about how you present your accomplishments. You may wish to show the person this assignment sheet to use it as a guide to make sure that you’ve covered all of the important topics.

Make sure your resume meets or exceeds the following assessment criteria:

- The resume includes relevant experiences and education. It communicates why you are a great candidate for a volunteer position, internship, or job in the field.
- All information on the resume is accurate and complete. The email address is appropriate.
- Appropriate action words are used to describe accomplishments.
- The Microsoft Word template is used to design the resume effectively on one page. Sections are easy for the reader to identify, and all information is easy to follow.
- The completed resume is neat and uses proper spelling and grammar.



Resume Tips

Format

- Keep the length to one page.
 - Make the resume easy to read and visually appealing.
 - Use standard 8.5" x 11" white paper.
 - Use standard fonts, color, and font size.
 - Check spelling and grammar.
 - Type and proofread the final copy.
 - If submitting the resume electronically, save the Word file as a PDF.
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Clarity

- Use bullet points to highlight accomplishments.
 - Always include information that will highlight your skills and/or cause your resume to stand out from others.
 - Be sure to include only information pertinent to the job for which you are applying.
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Detail

- Describe specific responsibilities and highlight accomplishments.
 - Support all accomplishments with specific results. Try to quantify and qualify your accomplishments wherever possible.
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Language

- Use active language—words such as achieve, analyze, coordinate, direct, establish, evaluate, identify, increase, lead, manage, negotiate, organize, prepare, promote, schedule, supervise, teach, train.
- Avoid using “I” statements. It is standard *not* to use complete sentences to describe accomplishments. So, instead of saying, “I created a program,” use “Created a program.”
- Write out numbers from one through nine; use numerals for 10 and up.
- Abbreviations are usually inappropriate.



Resume Template

NAME

Address

Telephone Number

Professional Email Address

OBJECTIVE:

- The objective should be a very concise and precise statement about the position you are seeking; you may include the type of company where you would like to work.
- **Your objective is optional!!** An objective **may eliminate you** from some positions if it is too general.

EDUCATION:

- List your high school, and cumulative GPA (if 80% or higher). Do not list elementary or middle schools.
- List courses relevant to the job to which you're applying.

EXPERIENCE:

- Begin with most recent position first and work backwards.
- Include company name with city and state, position title, description of duties, skills used, accomplishments/results, and dates of employment.
- Use **action words** in position descriptions.
- Use past tense action words if describing a position held in the past.

ACHIEVEMENTS/ HONORS/AWARDS/ SCHOLARSHIPS:

- List name or title of achievement/honor/award/scholarship.
- If desired, list date achieved, and/or how award was won (like academic performance or commitment to community service.)

ACTIVITIES/ LEADERSHIP/ COMMUNITY SERVICE:

- List organization and position/office held.
- If desired, use bullet points to highlight key activities and accomplishments.
- If desired, use dates to note when you were involved in an activity.

COMPUTER SKILLS:

- List software and hardware used and other relevant computer skills.

SPECIAL SKILLS:

- List if applicable – language fluency or other special abilities. (You can label this section “Language Skills” if that is the only skill you list here.)

INTERNATIONAL EXPERIENCE:

- List if applicable – study abroad, living abroad, or language fluency.

CERTIFICATIONS:

- List if applicable – i.e. financial planning or real estate licensure.



Cover Letter Template

A cover letter is a letter to include with your resume upon application to an employer. It is a letter to introduce you and your background to the employer. It is also a sales letter intended to convince the employer that you have something to offer that makes it worth his/her time to interview you. Be brief and specific. Make the reader want to read your resume.

Date of letter

Individual's Name

Title

Company

Street Address

City, State, Zip Code

Salutation:

First Paragraph: Indicate why you are writing, the specific position or type of work you are applying for, and how you learned of the opening.

Second Paragraph: Explain why you are interested in the position and the organization; indicate what you can do for the employer. Explain how your academic background makes you a qualified candidate for the position. If you have had relevant experience, point out specific achievements or unique qualifications. Emphasize skills or abilities you have **that relate** to the position for which you are applying.

Third Paragraph: Refer the reader to your enclosed resume. Indicate that you desire a personal interview. Repeat your phone number and/or email in the letter and offer to provide any additional information that the person may need. Remember, close your letter with a statement which encourages a response.

Sincerely,

SIGNATURE

Type your name

Enclosure



Verb List for Resumes and Cover Letters

Management Skills

Administered Assigned Chaired Consolidated Contracted Coordinated Delegated
Developed Directed Evaluated Improved Increased Organized Oversaw Planned
Prioritized Produced Recommended Reviewed Scheduled Strengthened Supervised

Communication Skills

Addressed Arbitrated Arranged Authored Collaborated Convinced Corresponded
Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted
Lectured Mediated Moderated Negotiated Persuaded Promoted Publicized
Reconciled Recruited Translated

Research Skills

Clarified Collected Critiqued Diagnosed Evaluated Examined Extracted Identified
Inspected Interpreted Interviewed Investigated Organized Reviewed Summarized
Surveyed

Technical Skills

Assembled Built Calculated Computed Designed Devised Engineered Maintained
Operated Overhauled Programmed Remodeled Repaired Upgraded

Financial Skills

Administered Allocated Analyzed Appraised Audited Balanced Budgeted
Calculated Computed Developed Forecasted Managed Marketed Planned
Projected Researched

Creative Skills

Acted Conceptualized Created Customized Designed Directed Established
Fashioned Founded Illustrated Initiated Instituted Integrated Introduced
Originated Performed Planned Revitalized Shaped

Helping Skills

Assessed Assisted Clarified Coached Counseled Demonstrated Diagnosed
Educated Expedited Facilitated Familiarized Guided Motivated Referred
Rehabilitated Represented

Detail Skills

Approved Arranged Classified Collected Compiled Executed Generated
Implemented Inspected Monitored Operated Organized Prepared
Processed Purchased Recorded Screened Specified Tabulated Validated

Accomplishments

Achieved Expanded Improved Pioneered Reduced Resolved Restored
Transformed



Student Resume Samples

Review these sample student resumes and think about what makes an effective resume.

Diego E. Martinez

620 8th Avenue
New York, NY 10018
212-555-0098
d.e.martinez@gmail.com

Objective

To procure a summer internship at an accountant's office.

Education

New York City High School New York, NY

- Currently at the end of 10th grade.
- 3.0 GPA.

Paid Work Experience

Cashier (part-time)

MegaMart June 2016 to January 2017 New York, NY

- Worked in high-paced environment.
- Assisted manager in cash register auditing procedures.
- Entrusted with key to close store at night.

Volunteer Work Experience

New York Homeless Shelter November 2016 to present New York, NY

- Assist in organization of food during food drives.
- Perform clerical work, as assigned.

Extracurricular Activities

Treasurer, New York City High School Student Council September 2016 to present

Finance Achievements

Academy of Finance Student of the Year, 2017.

Designed and created a pamphlet to inform teens about a financial intermediary.

Relevant Skills

Mathematics: Outstanding accuracy with counting; highly proficient with calculators

Computers: First rate with spreadsheet applications; proficient with MS Word and Excel



Jillian Rose Hoff

96 #3 Sunny Way, Miami, Florida 33114

(305) 555-9990

Jillian_Hoff@yahoo.com

Objective

Seeking a summer position as a bookkeeper or bookkeeper's assistant in the Miami area.

Education

Valley High School, Miami, Florida

- 4.0 GPA.
- Coursework includes AP Calculus, Principles of Finance, Principles of Accounting.

Volunteer Work Experience

Miami ASPCA

September 2015 to present

- Assist in feeding and cleaning of animals.
- Scan and organize files related to animal adoptions.
- Entry of information into computer database, as well as handling of customer payments.

Activities

- President, Valley High Robotics Club
- Member, Florida Students' Association for Business Students
- Treasurer, Valley High Mandarin Language Club
- Member, Valley High Girls' Softball Team

Computer and Language Skills

MS Office (Word, Excel, PowerPoint, Outlook); Windows XP/Vista; HTML; QuickBooks

Conversational Mandarin



Maya Jackson

723 Main St., Ventura, CA
(805) 555-2233
Maya.Jackson89@gmail.com

Objective

To procure an afterschool or summer internship in financial planning.

Education

King High School, Ventura, CA

- Currently in 10th grade; 3.05 GPA.
- Member of Academy of Finance.
- Coursework includes Principles of Finance, Financial Planning, and Financial Services.

Volunteer Work Experience

Martin Center for Financial Planning

June 2016 to August 2016

- Financial advisor internship.
- Created and distributed financial educational materials to community members.
- Assisted financial advisor in tracking client's assets, as well as promoting bank accounts and retirement plans.

Athletic and Academic Activities

- Co-Captain, King High Girls' Soccer Team
- Member, Ventura Teen Long-Distance Running Club
- Co-Chair, King High Debate Club

Awards and Honors

- High School Girls' Soccer Championship for Ventura County, 2016
- Honorary Mention in Southern California High School Debates, 2016

Finance Achievements

- Designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair.
- Developed basic accounting skills, including creating and analyzing financial statements.

Relevant Skills

Good listener; able to explain complex financial topics to general public.

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