

# Resumes

A resume is a one or two page summary of your skills, accomplishments, experiences, and education designed to capture a prospective employer's interest. The purpose of a resume is to secure an interview with a potential employer. It is the primary tool of your job search and may take several drafts to prepare effectively.

## *Things to include in a resume:*

- name, address, and telephone number
- career objective or goal
- education and training that qualifies you for the job
- work experience
- school or community activities
- other items of interest that reflect positively on you
- references (may be included on separate sheet)

## *Tips for resume writing:*

- Resumes should be attractive and represent you--

*Sell yourself!*

*Use active language!*

*Be consistent*

*Use reverse chronological order*

- Resumes should be neatly typed or written
- No misspelled words! Use spell check!
- No grammatical errors! Use grammar check or have someone proof your resume.
- Use computer word processing if possible.
- Use a typeface that is easy to read—Times New Roman or Arial or both standard.
- Do not include a photograph with a resume.
- Always keep an updated resume on file.

Contestant Name		Possible Points	Points Received
<b>General Appearance</b>			
Presented in proper format		15	
Pleasing to the eye <ul style="list-style-type: none"> <li>• Captures interest</li> <li>• Layout</li> <li>• Easily read</li> </ul>		40	
Grammar <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Typing</li> <li>• Spelling</li> </ul>		20	
General Appearance Sub Total:		75	
<b>Composition</b>			
Personal data		10	
Career objective		10	
Educational background		20	
Work experience/skills		20	
Special experience activities, honors		10	
References		5	
Composition Sub Total:		75	
General Appearance Sub Total:		75	
<b>Grand Total</b>		150	