



Completing the following activity will help you gather your thoughts, and collect the information you'll need to write your resume. Once you've completed this worksheet, go to The Career Place youth Web site, careerplacejobs.com/youth.

Click on the 'How to Get a Job' link. There, you will find three resume templates. Choose the style you like, copy and paste the template into an MS Word document, and enter your information.

See guidelines and tips listed at left.

Your personal information:

- Be sure to use a basic e-mail address, avoiding nicknames/slang
- We encourage you to set up a separate gmail account for your job-search activities
- If listing a cell number, make sure the phone is charged at all times so there won't be a problem reaching you
- Use a professional-sounding outgoing phone message/no music, etc.

Profile:

Describe your personal and professional skills that will 'sell' you to a prospective employer. **For example:** Responsible, dedicated and motivated student with outstanding communication, customer service, organizational and interpersonal skills.

or Objective:

What kind of job are you looking for? **For example:** Mature and responsible student seeking a part-time position at a health club.

Skills/Accomplishments:

The skills you're going to bring to fill the employer's needs should stand out, followed by your accomplishments such as academic/sports awards. **For example:**

- Proficient computer skills
- Excellent interpersonal skills
- Team player
- Keen interest in culinary arts
- Recipient, school honors
- Bilingual, able to speak _____

Education:

List the name and location of your school, the year of your graduation, GPA, and any special notes (National Honor Society, etc.)

Clubs/Activities: For example:

- Photo Club
- After-school Jobs Club
- Captain, Varsity Football
- Captain, Cheerleading Squad

Work Experience:

List your job function/title, company name, location, dates of employment, and job duties. **For example:**

Customer Service 2006-present
A-1 Athletics Anytown, MA
 · Answer customer inquiries
 · Process cash and credit payments
 · Maintain facility cleanliness

Childcare 2005-2006
Neighborhood Families Anytown, MA
 · Provided safe and quality care for children ages two to five
 · Prepared and served meals and snacks
 · Assisted with homework and bedtime activities

Volunteer Experience:

For example:
 · Helped build Habitat for Humanity home during school Spring break
 · Assisted residents of Sunrise Home, elderly assisted living
 · Lead school-sponsored Christmas toy drive

Availability:

For example:
 · Monday – Friday 2 p.m. to close
 · Saturday/Sunday Open to close

Important! Be sure to run the spellcheck tool before you print your resume, and ask someone to proofread a hard copy.

Name: _____

Address: _____

Home Phone: () ____-____ **Cell Phone:** () ____-____

E-mail: _____

Profile: _____

Objective: _____

Skills and Accomplishments:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Education: _____ High School _____

Class of 20____ GPA ____ Other _____

Activities/Clubs/Sports:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Work Experience:

- | | |
|--------------------------------|-------|
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |

Volunteer Experience:

- | | |
|--------------------------------|-------|
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |

Availability:

Reference sheet guidelines:

Select three to five individuals who can vouch for your personal character, work ethic and skills.

Do not include family members or personal friends.

Be sure to ask the individuals' permission to list them as a reference, and let them know to expect a call after you interview/submit the list to a prospective employer.

List your references on a separate sheet, using the same typeface/style of your resume.

Example:

Mr. John Smith
Guidance Counselor
School name
School Street Address
City, State, Zip
Phone number

John/Jane Jobseeker

**1 Career Lane
Boston, MA 02181
(617) 555-5555**

References

Person's name
Title (or relationship to you)
Name of business, if applicable
Street Address
City, State, Zip
Phone number

Person's name
Title (or relationship to you)
Name of business, if applicable
Street Address
City, State, Zip
Phone number

Person's name
Title (or relationship to you)
Name of business, if applicable
Street Address
City, State, Zip
Phone number

Your resume will stand out from your competition by using some of the following words that highlight your skills!

Clerical/detail skills

arranged
collected
compiled
dispatched
inspected
monitored
operated
organized
prepared
recorded

Creative skills

acted
created
designed
developed
directed
introduced
performed
planned

Teaching skills

coached
communicated
coordinated
developed
encouraged
explained
guided
informed
instructed

Communication skills

addressed
arranged
developed
directed
edited
translated
wrote

Technical skills

assembled
built
designed
maintained
operated
repaired

Helping skills

assisted
coached
demonstrated
guided