

# THE HEADER

The Header/ contact info- Must be current and at top of page

The header must include...

- Your Full Name (no nicknames)
- Your permanent and present address
- Your current accessible email (must be professional/ appropriate)

Your telephone number or numbers. Label them (Ex. Cell phone, house, etc.)

## OBJECTIVE/PROFILE

## SKILLS

The objective is a one or two-sentence statement summarizing your career goals and how your talents make you a good fit for the job. The objective should be short, specific, and tailored to the position you're looking for. The objective is important because clarifies the purpose of your resume and presents a clear statement of your goals. Ex:

- ✚ Part-time position at fast food restaurant
- ✚ A part-time cleaner at a Veterinary clinic

One place to find good resume templates is Office 360's Word. Word has 122 resume templates including the student resume. The student resume is specifically designed to help you students such as yourselves to create the best resume you can. It provides sections to help you fill in what you need to and where it should go to help it look professional.

## EXPERIENCE

## SKILLS/ASSETS

This section is where you include all of your experiences.

What is considered experience?

- Full and part-time jobs
- Self-employment
- Volunteer work

Information to include if you've had a job/ jobs before...

- Your job title/ title's
- Dates of employment (start, end, still there)
- Company name/ names
- City and state
- Responsibilities/ what you did at the company

Note: When filling out the responsibility part of this section use bullet points, start each line with an action verb, tailor skills, and experiences that tie you to the job your applying to, and last be concise while also providing enough detail.

The asset is a couple of sentences that describe what you are like as a person and how you do things (personal traits, work habits, attitudes, etc.). This section is very useful if you don't much work experience. Skills are bullets that help pinpoint what you're good at. Some skills you use in school the employers want are punctuality, time management, and teamwork.

An example of a skill they look for are...

- ✚ Hard-working

## EDUCATION

## Honors and Awards

This honors and awards section is where you get to brag a bit about what you have achieved in your life so far from sophomore year to the present. It's good to order your awards and achievements by dates, and by importance to the career objective.

This section is where you put your expected graduation date/ graduation date, your high school information but nothing before sophomore year, and your GPA level (If it's important to the employer). With your GPA level, you want to major overall at least 3.0, and when you find your GPA remember to round down to the nearest 10th. Last you include the relevant courses that would help you stand out from the crowd and help narrow out some of your skills show you are suitable for the job (Optional for sophomores, and juniors). For example, say you want to be a babysitter then you would include that you took child development. Do not include classes that are required curriculum (math, English, etc....).