

# AVID 10/16/19

EQ: How can I create a resume?

CW: Resume

HW: Field Trip form!

# Agenda

1. Question of the day
2. Focus Notes Revision
3. What makes a good resume?
4. Resume Building

# Open Ended Question

**Write silently for three minutes: What five things would you take with you during the zombie apocalypse and why?**

# Revise Focus Notes with your "I" partner

1. Begin Revising your focused notes
2. Add more info/summarize/chunk
3. Add Questions
4. Write complete summary



Share any experience you have with writing a resume  
or participating in an interview



**Collaborate!**

**Share any experience you have with writing a resume**

# What is a Resume?

A resume is a personal summary of your professional history and qualifications.

It includes information about:

- Your career goals
- Education
- Work experience
- Activities
- Honors
- Any special skills you might have.

# Key Components

- Contact Info
- Education
- Skills
- Experience
- References



# Sample Personal Skills and Assets Section

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## **PERSONAL SKILLS AND ASSETS**

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

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## **SKILLS SUMMARY**

- Detail oriented and well organized
- Excellent verbal and written communication
- Strong customer service focus
- Outgoing with a positive attitude
- Professional demeanor

# Education

- Name and location of the school
- Cal Young Middle School
- Eugene, OR 97408

# Additional Components

- Personal Skills and Assets
- Honors, awards and activities
- Community service
- Foreign language proficiency
- Computer skills & applications
- Volunteer experiences
- Prospective Colleges & Universities (if applicable)

# CHRIS SMITH

83 Prospect Road • Orlando, FL 32837  
(407) 555-8975 • [ChrisSmith@msn.com](mailto:ChrisSmith@msn.com)

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## OBJECTIVE

Part time position as a clerk in a dental office

## PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

# Formatting & Appearance

- Make your name stand out with a bold, larger font size
- Use standard fonts such as Times New Roman, Arial, or Courier
- Type Size: 10 - 12 Point



# Education- Relevant Courses

- List relevant courses that:
  - Help you stand out from the crowd
  - Have provided you with specific skills or knowledge

Spanish

Computer Science

Photography

Yearbook

- Do not include courses that are part of a required curriculum- Ex. English
- Include courses that are at an advanced level if they are relevant to the position- eg. Biology, Calculus

# Heading

Includes contact information:

- Top of the page
- Name: large and bold- so it stands out!
- Address: street, town, state & zip code
- Telephone number(s): with professional message
- Email address: professional looking – use your 4J email address

# Sample Headings

## **Mike Jones**

1 Meadow Way  
Altamonte Springs, FL 32116  
(407) 555-1234  
MikeJones@aol.com

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## **Susan Williams**

SusanWilliams@yahoo.com

### **Current Address**

325 Maple St  
Orlando, FL 32837  
(407) 555-3357

### **Permanent Address**

55 Sycamore Drive  
Miami, FL 36829  
(305) 555-4429

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## **CHRIS SMITH**

83 Prospect Road • Orlando, FL 32837 • (407) 555-8975 • CSmith@msn.com



# Personal Skills and Assets

A couple of sentences or bullets that describe what you are like as a person and how you do things, including personality traits, attitudes, work habits, etc.

- This is a useful section, especially if you do not have much work experience.
- Think of the skills you use in school that employers want!!!
  - Punctuality, Time Management, Teamwork

# Sample Personal Skills and Assets

Hard Working

Reliable

Outgoing

Responsible

Team Player

Articulate

Dependable

Works well with  
people

Effective at time  
management

Goal Oriented

Enthusiastic

Able to multitask

Self-Starter

Punctual

Confident

Motivated

Friendly

Honest

Willing to Learn

Quick Learner

**Try it now! List three of your personal qualities.**



# Experience

- Remember – Experience can be:
  - Paid part-time/full-time positions
  - Internships
  - Volunteer work/ Community Service
  - Club/campus group involvement
  - Summer Jobs

# Experience

- Guidelines for duties, responsibilities & accomplishments
  - Include most relevant skills & qualities
  - Most relevant information comes first
  - Use strong action verbs- see handout
  - Provide evidence of skills & qualities by
    - Quantifying information
    - Acknowledging accomplishments & evaluations

# Sample Experience Section

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## WORK EXPERIENCE

2005-present

Pizza Paradiso

Orlando, FL

### **Waitress**

- Provided excellent guest service
  - Dealt with complaints
  - Took orders and served guests in timely manner
  - Handled cash
- 

## WORK EXPERIENCE

**VALLEY STATE BANK**, Huntington, IN

**Bank Teller**, Summers 2005 & 2006

- Provided friendly, professional customer service
  - Issued money orders, travelers checks, loan payments and deposits/withdrawals
-



# Specialized Skills

- Include skills that make you unique, such as computer skills or foreign language skills
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language.



# Sample Skills Section

## **COMPUTER SKILLS**

Experienced with Macintosh, IBM PC, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher

## **LANGUAGES**

Bilingual Spanish and English



# References

- Choose references that are knowledgeable about your skills, abilities, and work ethics. Former employers, teachers, and counselors would be good references, your friends and relatives would not.

# Sample References

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## REFERENCES

Kristin Wilkin, English Teacher, Winter Park High School, 407-623-2476

Bob Jones, Supervisor, Valley State Bank, 407-889-2345

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English Teacher  
Winter Park High School  
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### PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

### EDUCATION

#### Winter Park High School

Winter Park, FL  
Aug 2005–present

- Graduating May 2009
- GPA 3.0
- Relevant Courses: Business Systems Technology, Marketing, Biology
- Received an award for being a best student

### WORK EXPERIENCE

#### Valley State Bank, Huntington, IN

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- Provided friendly, professional customer service
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### COMPUTER SKILLS

Experienced with Macintosh, IBM PC, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher

### LANGUAGES

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# Remember

Always submit a cover letter with your resume

A resume does not get you a job...

**A resume does get you an interview.**

And, putting time and consideration  
into your resume is one of the  
**best ways to prepare for your interviews!**

**Proofread! Proofread! Proofread!**





<https://www.youtube.com/embed/ddsLwWZlyqE>



# Resume Building

1. [Blogs.4j.lane.edu/connors\\_s](https://blogs.4j.lane.edu/connors_s)
2. Click on AVID
3. Click on Elevate Lane Resume Template
4. Make a copy
5. Open in Google Docs
6. Share with me
7. Fill out as much information as possible - describe, don't just list
8. Organize binder (file papers, add TRFs, Cornell Notes)

You may revise last years resume if you still have it.