Resume

What is a Resume?

A resume is a document that you use to tell people about you! It can say what school you go to or went to, where you have worked, volunteer work, your skills, and your interests. A resume is a picture of you! When you apply for a job, the person who is interviewing you can look at your resume and know some important things about you before they meet you.

What is on a Resume?

- ✓ **Contact information** - Your name, address, phone number, and email.
- ✓ **Objective** - What do you want to do? An objective tells the people looking at your resume why you are applying for the job. For example: Motivated high school student with excellent customer service skills looking for a job as a receptionist in an office.
- ✓ **Education** - Where you went to high school and/or college along with any degree or certificate you received. For example, an Advanced Studies Diploma or a Bachelor of Science Degree in Engineering.
- ✓ **Experience** - This can include work, volunteering, internships, or other experiences that would make you a good person for the job.
- ✓ **Skills -** What are you good at? For example, you may have very good computer, customer service, or graphic arts skills.

Things to Remember

- ✓ You may be interested in different types of jobs which is great! Your resume should show why you are interested in that particular job. Make the resume fit the job you are applying for.

- ✓ Understand the job you are applying for and then show how your skills can meet the requirements.

- ✓ What if you don't have experience? It's okay, we all have to start somewhere. If you haven't had a job, your resume should talk about your skills and things you have done in your community. For example, if you have volunteered in your faith community, belong to Scouts, played a sport, and/or received an award for doing something great, you can add this to your resume!

- ✓ Make sure you don't have any spelling or other mistakes on your resume. Use an easy-to-read font.

- ✓ Keep your resume to one or two pages and make sure you leave plenty of white space, so it doesn't look crowded.

- ✓ Have your parent or a trusted adult look at your resume before you send it out.

The content of this factsheet was developed with a grant from the US Department of Education, **#H235F200001**. However, these contents do not necessarily represent the policy of the US Department of Education, and you should not assume the endorsement of the Federal Government Projects Officer. PEATC is not a legal services agency and cannot provide legal advice or representation. Any information contained in this training is not intended to be legal advice and should not be used as a substitute for legal advice.

IDEAs that Work
U.S. Office of Special Education Programs