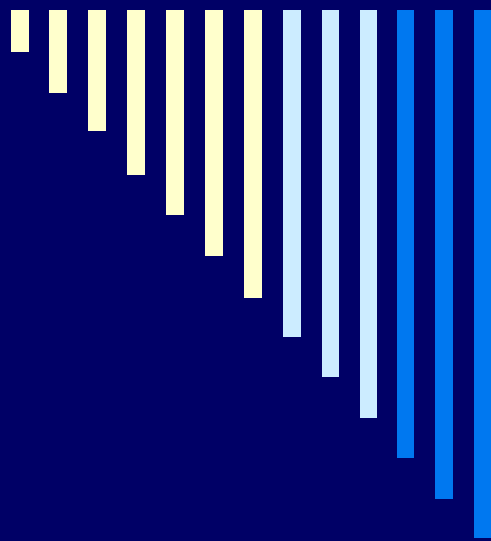


Write Your Resume Activity

After class discussion begin developing your resume. Use the rubric below. When complete submit to Google Classroom.

Resume Checklist

Required Item	Points Available	Points Earned
1. Resume is limited to one page	5	
2. Resume is in a standard font	5	
3. Resume is detailed with appropriate use of bold and underline	10	
4. Resume is detailed with bulleted lists	10	
5. Resume is not written in complete sentences	5	
6. Resume contains appropriate punctuation	10	
7. Resume contains no spelling errors	20	
8. Resume contains no grammatical errors	20	
9. Resume contains correct spacing between parts and words	10	
10. Resume contains all required parts: Heading Objective Education Skills/Abilities Work History (optional) Personal/Professional References	5	



The Resume ...

That gets you that interview
That gets you into that college
That gets you that job
That gets you what YOU want!



What is a Resume?

A summary of your



- ❑ Skills
- ❑ Knowledge
- ❑ Education
- ❑ Activities
- ❑ Honors
- ❑ Goals



Why Write a Resume?

- To introduce yourself to employers or college
- To prepare yourself for the interview
- To assist you in networking
- To meet employer's or college's expectations
- To demonstrate your contributions
 - To an employer
 - To a college



General Guidelines

□ Length

- Limit to one typed page
- Be brief and concise in each section

□ Font

- Easy to read
- Consistent throughout
- 10 point – 14 point font size



Paper/Printer Guidelines

□ Paper

- 8 1/2" x 11"
- 20 lb white or off-white
- Matching envelope or large mailing envelope

□ Printer

- Laser
- High quality ink-jet printer



Resume Styles

- Reverse Chronological
 - ◆ Most recent experience first

- Position-Oriented
 - ◆ Emphasizes positions held
 - ◆ Relevant duties/skills involved with each position



Resume Styles

- Functional
 - ◆ Emphasizes skills learned through related activities
- ◆ Combination



Resume “No-No’s ...

- ❑ Folded or stapled resumes
- ❑ Decorative or fancy typeface
- ❑ Italics
- ❑ Script
- ❑ Underlined words
- ❑ Pictures or graphics
- ❑ Shading
- ❑ WordArt
- ❑ Narrative paragraphs



100/100 Good Job!

Jacob King

SKILLS

Friendly, hardworking, outgoing, positive attitude, great time management skills, work well with others, committed and dependable

EXPERIENCE

Butler Mason YMCA Daycare, Thomasville, GA - Teacher/Mentor

June 2018 -present

- Supervise and entertain children in after school program
- Custodial duties as needed, restocking
- Work with students as a tutor

Mom & Dad's Italian Restaurant, Thomasville,GA - Busboy

August 2017 - January 2018

- Restock inventory & supplies
- Clear all tables and reset before next diners enter
- Take and prepare to go orders

Lawn Care, Thomasville, GA - lawn service

Summer 2016

EDUCATION

Thomas County Central High School, graduation 2020, 3.2 GPA

EXTRA CURRICULARS

- Three years varsity soccer at Thomas County Central HS
- Completed Business Pathway at Thomas County Central HS - Intro to Business & Technology, Entrepreneurship & Legal Environment of Business

REFERENCES

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