

# Resume Builder

**What Is a Resume?** A single page document that lists your experience, education and skills.

## Purpose

- A summary of your skills, abilities and accomplishments
- A quick advertisement of who you are
- A "snapshot" of you that a hiring manager might only spend 10 seconds looking at. If they see something they like, they will spend more time reading it.

## Things to Remember

- There are many ways to write and format a resume, one format over another will not get you the job. The skills and interests you highlight will.
- A hiring manager or a recruiter most likely will not be spending a ton of time reading your resume. Does it look clean? Neat? Professional?
- You should never lie on a resume... but you want to make yourself look as impressive as possible. Example: Instead of saying "I moved things in my dad's store", can you say: "Arranged inventory to ensure store was clean and organized for all customers".
- Tailor your resume to the different jobs you are applying for. Highlight different skills based off of the job descriptions.
- You are competing against your peers from many high schools. What will make YOU stand out?

## Resources

Click [here](#) for a **Checklist** to organize your resume

Click [here](#) and [here](#) for Resume examples if you have **previous work experience**

Click [here](#) for a Resume example based on your **strengths** (see Checklist for ideas)

**Please save the templates to your own computer before you start to work on them.**