Tips for Building Your First Resume

Heading / **Personal Information:**

List your name (first and last name, middle if desired), city, state, zip code, phone number and email address.

*No nicknames and please use a *professional* email*

Objective (Optional)

A good career objective is essential. It should indicate what sort of job or internship you are seeking, and what experience/skills you have to offer. You should be specific enough to indicate that you have a specific *position* in mind. You can change your career objective for each job/internship you are applying for.

- What kind of employment do you want? Internship? Full-time, part-time? Summer job?
- What type of position do you want? Customer services, sales, medical, mechanical
- Is there a particular industry you want to work in? Retail, hospitality, healthcare, etc.

Education:

- List the name of your school, city and state, and graduation date.
- Include GPA if higher than 3.0 and class rank if in the top 20%.
- Highlight *relevant* high school studies – vocational/skill classes, AP classes, technical writing or advanced composition, debate, video production, computer classes, web software, graphics, photoshop, adobe, etc.

Work Experience:

If you do not have paid work experience, you can skip this section!

List the years you were there, your job title, company name, city and state

List your job duties under each employer. See page of positive power verbs!

Skills Summary:

This is an important section for employers.

Possible skills to list: Computer, creativity, communication, languages, leadership, volunteer, sports, work, activities.

Other optional sections: use any that apply!

- **Certifications (**relevant to position)
- **Academic awards/honors**
- **Leadership Experience** in clubs or organizations
- **Volunteer Experience / Community or Church service**

*Be sure to PROOF READ your resume, and then have a trusted person proof read it as well.

*If emailing resume, save and send as a PDF with your full name as file name (i.e. save as "John Smith – Resume"). Always print a few paper copies of final resume to take to interview!

Resume Examples are attached at the end!