

Resume Writing



Please check out the other slide presentations on my school website. These include how to dress appropriately for work, how to write an email, phone etiquette, interview preparation, completing a job application, and more.

Also helpful: [Resume Writing 101: Tips for Creating a Resume \(With Examples\) | Indeed.com](#)

OBJECTIVES

PROOFREAD !!!

To create a resume, please consider

- font and format
- chronological or functional
- skills
- experience
- education

A resume may be your first introduction to the employer. It is important that it is perfect. Typically, a resume should be no more than a single page. A resume should highlight your skills, education, and experience.

A resume should be accompanied by a cover letter, which should be grammatically correct and contain no spelling errors. The cover letter should include your contact information, the position for which you are applying, the reasons why you would be a qualified applicant, and your skills relevant to the position. It should be cordial and express your enthusiasm for the position.

PREPARATION

For education, simply list Monomoy Regional High School, 75 Oak Street, Harwich, MA 02645, with your grade level and anticipated date of graduation.

Make a list of your employers beginning with the most recent and working backwards in chronological order.

business name and address

name of supervisor and phone number

dates of employment

job title and responsibilities

Make a list of hard skills and soft skills you possess. If you are bilingual or trilingual, this is an incredibly marketable asset!

CHRONOLOGICAL ORDER FORMAT

Most resumes are created in chronological order with your most recent experience / education being listed first and work backwards.

Formatting of a resume can be challenging. It is easier to use a resume template, which can be found in Google Docs or at Indeed.com. The font chosen should be clear and easily readable.

A resume should be uniform in capitalization, spacing, font size, and styles (typographical emphasis: italicized, bold)

SOFT SKILLS

Soft skills are very important as they are applicable to ALL employment. Employers look at these very closely and will often ask you for examples of how you have demonstrated these skills.

Soft Skills: The Competitive Edge | U.S. Department of Labor

**Effective and excellent communication is everything.
This includes communication in writing. Email etiquette is important.**

Here are some other soft skills employers are seeking!

organized, adaptable, reliable, trustworthy, collaborative, prompt, responsible, personable, creative

active listener, problem solver, critical thinker, team player

time management, conflict resolution, strong work ethic

HARD SKILLS

Hard skills are skills learned through education or experience. Be sure to read the job description carefully. If you possess the skills listed in the description be sure to include those hard skills on your resume. Hard and soft skills may be adapted on your resume for each job to which you apply.

[82 Examples of Hard Skills To Boost Your Resume \(Plus Tips\) | Indeed.com](#)

Microsoft Office and/or Google Suite

Excel and/or Google Sheets

Coding

Customer Service Skills

Administrative Skills

Marketing / Presentation Skills

Social Media Skills

Video / Design Skills

Fluency in Foreign Language(s)

Do not be discouraged if you do not have paid work experience.

Think about volunteer opportunities in which you have participated.

Have you had an internship?

In what clubs, sports, and other activities do you participate?

These experiences are valuable!

Most first jobs do not require a resume, but they do require completion of a job application. A job application should be accurate with no errors.



<https://www.indeed.com/career-advice/resume-samples>

QUESTIONS?