Career Guidance washington

HIGH SCHOOL AND BEYOND PLAN

RESUME WORKSHEET

WHAT IS A RESUME?

Your High School & Beyond Plan must include a completed resume. A **resume** is a good way to introduce yourself. It's just a piece of paper, but you will need one if you are applying for a job or an internship. A resume summarizes who you are and what you can do.

CREATING A RESUME

A good resume has four parts:

- **Contact information.** The top of your resume should include your contact information. This information is often centered on the page. You might want to print your name in a larger font or in bold so that it stands out. You want to make it easy for an employer to contact you! Make your resume easy to read by using lots of white space and a font size that is larger than 10 point.
  - Name
  - Address
  - Phone number
  - E-mail address

- **Objective.** Why do you want this job? Your objective is a short statement, usually just one sentence. It explains why you want the job. Your objective might say, "I am seeking a position that will allow me to use my computer skills."

- **Skills and strengths.** (This section can be combined with "Experience.") In this section of the resume, list your interests and abilities. Even if you've never held a paid job before, you have skills. What are they? Maybe you have tutored younger students or know how to develop a web site. Maybe you have run for office at school or organized a school event. When you write about your skills and strengths:
  - Use short points rather than complete sentences. *(Example: Organized fundraiser for Japan earthquake victims)*
  - Use action words. *(Examples: Led, organized, managed, designed, developed)*
  - Use numbers and percentages to quantify your accomplishments. *(Example: Organized fundraiser for Japan earthquake victims that raised $5,000)*
  - Mention your technical or computer skills. *(Proficient with Office and Adobe Flash)*

- **Experience.** In this section, list your paid jobs AND volunteer activities. Describe each briefly. You can also list extracurricular activities, especially if these activities show your skills or dedication. You can also list awards you've received.

GET STARTED ON YOUR RESUME

Use the space below to take notes for your resume to prepare a finished resume. See the link below for template to put your resume together.

https://create.microsoft.com/en-us/templates/resumes

Contact Information:

Objective (Why you want the job, what you hope to learn – if you aren't applying for a job right now, just write that you want to put your skills to work in the community):

Skills and strengths (remember, short points using action words):

Experience (Don't forget volunteer service, extracurricular activities, and awards. Show your positions and list your accomplishments in the groups you've joined):

ADDITIONAL RESOURCES AND OTHER INFORMATION

- **Additional Program of Study templates**
  http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx
  Up to 78 detailed Program of Study forms for each Career Cluster

- **State Board of Education**
  http://www.sbe.wa.gov/faq/highschoolbeyondplan.php - .V-vqL9xFrSo
  Information on the High School and Beyond Plan

- **OSPI Graduation Requirements**
  www.k12.wa.us/graduationrequirements/
  Information about graduation requirements for the State of Washington

- **OSPI Graduation Toolkit**
  www.k12.wa.us/graduationrequirements/GraduationToolkit.aspx

- **OSPI Dual Credit Programs:**
  http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/DualCredit/default.aspx

- **State Board For Community & Technical Colleges:**
  http://www.sbctc.ctc.edu/
  Information on community and technical colleges, transfer to four-year colleges, programs and financial aid

- **Washington Student Achievement Council:**
  http://www.wsac.wa.gov/college-admissions
  Information on college admissions and financial aid for community and technical colleges and baccalaureate institutions

- **Washington Workforce Training and Education Coordinating Board:**
  http://www.careerbridge.wa.gov/
  Online Career Bridge career interest inventory and “Where Are You Going?” guide