



**Family Partnership Charter School Sponsors**  
**'Steps to Your Future'**  
*with Mari Jo Parks, M.Ed., Career & College Coach*



## Writing a Great Resume

Welcome to Week 9 of Steps to Your Future. This week I talk about writing a resume. Creating a resume is one of the most difficult tasks one has to do. Whether writing a resume for a job or for a scholarship there are some simple techniques to make it look professional and tell the story about YOU!!!

The resume is a one-page document fact sheet sharing important information about you so the reader can get a picture of who you are, your strengths, and accomplishments. Sounds so simple, right? But it is never easy to write about ourselves.

I have samples I would be happy to share with you if you e-mail me at [future.inc1@gmail.com](mailto:future.inc1@gmail.com)

Here are some steps to creating the Great Resume!

Important Things to Consider:

- Most resumes have 20 seconds to impress the reader.
- Your resume needs to make them interested in reading more carefully and learning about you.
- Use a Word document so you have control over the format.

Format Can Make or Break the Resume:

- 1) Keep the resume to one-page with references at the bottom of the page.
- 2) Sound professional and/or business like with your language.
- 3) Just the Facts – The resume is a fact document, keep it brief and to the point. Think about what you want the reader to know about you.
- 4) NEVER use the word 'I' or any personal pronouns on a resume.
- 5) Make sure the readers eyes go to the most important information.
- 6) The most important information needs to be at the top and the bottom.
- 7) Use the middle for verification of the facts.
- 8) Your e-mail address must be professional, do not use slang, profanity or cutesy names. Create an e-mail that includes your name, if possible.

Keep it Simple and Eye Appealing:

- Use **Bold**, *Italic*, Underlining and CAPITAL letters to highlight the really important headings and information.
- Center the resume on the page both vertically and horizontally.
- Be consistent with your format, especially with indentations and tabs, keep things in straight lines.
- Font size should be between 12 and 10, to add space you can make the blank lines between categories to size 5 font.

Headings:

Use the right headings for each area of importance. Here are some examples:

- Career Goal    - Education    - Awards    - Achievements
- Work Experience/Employment    - Volunteer Experience    - Skills/Abilities
- Personal Profile    - Community Activities    - Personal Pursuit
- References (3)

Know who you are writing the resume for:

- A Scholarship Committee is looking for your education, leadership, accomplishments.
- A potential employer wants to know your abilities, accomplishments and work experiences.

Resume for College, Scholarships or Educational Programs:

- \* Start with Education History, including unique classes you have taken.
- \* Special achievements should follow, then academic awards, school activities, community activities, employment, volunteer activities, profile or strengths and references.
- \* Use two or three bullets to describe activities (remember this is a brief glimpse of who you are).

Resume for Employment:

- ~ Start out with employment or volunteer experiences.
- ~ Think about the skills or expertise the employer is looking for, then address it in your qualifications.
- ~ When recording your Employment History include job tasks that are needed for the new job or similar responsibilities for the new job and experience with customers.

Include Extra Personal Information:

This is an area that is hard to explain. What information do you feel the person looking at your resume should know or reinforce your strengths but is not covered in other areas on the resume?

~ Personal Pursuit: Oil Painting, Playing Guitar, Piano Studies, Reading, Travel, etc.

~ Personal Information Example:

Reliable: Maintained a near perfect attendance for work, substitute when needed

Structured: Recognized at work for shop organization and attention to detail

Accomplishment: 200+ community service work hours

Dedicated: High standard of work ethic, going above and beyond to accomplish the job

Mature: Accept challenges and responsibility beyond expected age

Enthusiastic: Meets each new opportunity with excitement and positive attitude

References: You may not use family or friends that are your age. Ask People who know you personally like your:

- > Teacher, coach, tutor, church elder, etc.
- > Employer or volunteer supervisor
- > Include their professional name, title with business associated with, best phone number to reach them, e-mail, and address

Last Important Steps:

- a. Proofread the resume, have others review it. Look for little things Typos, Misspellings, Spacing, Format inconsistency.
- b. Important recommendation: RIPE UP RESUME WITH MISTAKES so you cannot accidentally use the wrong one.
- c. When saving the resume on your computer date it like Resume 11-12-20.
- d. Be sure to keep EACH resume even when you do a new update. They are great history document.

Please feel free to each out for help. I will happily send you samples of resumes. E-mail me at [future.inc1@gmail.com](mailto:future.inc1@gmail.com). I am available through your allotment to work with students on their resumes or any other college and career areas.

Next week's newsletter will be Bit and Pieces for Parents. Have a great week, *Mari Jo*