

Name _____

Parts of a Resume

A resume provides an employer with information about you, including your education, work experience, skills, activities and interests, and personal qualities.

Look at the sample resume below. The boxes describe various information and qualities an employer might learn about this applicant from his resume. Match each box with the part of the resume it refers to.

	JAMES THOMAS 123 Elm St. • Centerville, IN 45678 • (555) 555-1234 • jthomas@email.com	physically fit and active
impressive recognition	OBJECTIVE Student with customer service experience seeking a part-time retail sales position	business, communication, and foreign language skills
	EDUCATION Grant High School, Centerville, IN Graduation Date – June 2023 Honor Roll – 2020-22 Perfect Attendance – 2019-20 Relevant Courses – English, Economics, Computer Programming, Speech, Spanish Activities – Chess Club 2019-22, Office Aid 2020-21 Baseball Team 2019-22 – Captain 2022	commitment and dedication
name and contact details		what employee is looking for
hard-working, intelligent		impressive attendance record
	WORK EXPERIENCE Daily Herald newspaper route – 2018–present Received Service Award 2020 and 2021 Antonio's Pizza – 2021–present Answer the phone and deliver pizzas Humane Society – Summer 2020 Volunteer position – walked dogs 3 hours a week	valued business skills
leadership role		position of trust
experience as part of a team	SKILLS Experienced with MS Word and PowerPoint Cashier experience	customer service experience
caring personality	ACTIVITIES AND INTERESTS Hiking, mountain biking, and computers	qualities valued in sales
comfortable with technology		

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Writing a Cover Letter

A cover letter introduces you to a potential employer, and is a chance for you to highlight your strengths and what you have to offer. You should include a cover letter whenever you send your resume to a potential employer, even if the job listing doesn't ask for one.

Imagine that you are applying for a job in a career field you're interested in, and that you have the education and qualifications required for it. Use this worksheet to write a sample cover letter.

First paragraph

In this paragraph, you will explain why you are submitting your resume, and make it clear which position you're interested in. You'll also mention how you found out about the job opening.

Write a sample opening paragraph below.

Middle paragraph

In this paragraph, you will describe what you have to offer, and give specific examples of how your skills and qualifications align with the job.

List some examples of skills and qualifications someone applying for this job should include.

Closing paragraph

Here, you will thank the employer for considering you for the position, and restate your contact information. Be sure to always close your letter on a strong note.

Write a sample closing paragraph below.

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Interview Questions

While all jobs and companies are different, there are a few common questions that employers may ask during interviews that can be challenging for job seekers. Thinking in advance about how you would answer these questions can help you feel more prepared and less stressed.

Practice answering some of the most common examples of these interview questions below.

1. How would you describe yourself? _____

2. What are your greatest strengths and weaknesses? _____

3. Tell about a time you dealt with a challenging situation. _____

4. Tell about a goal you set and how you achieved it. _____

5. Tell about a time you made a mistake. How did you handle it? What did you learn from it?

6. How do you tend to handle criticism? _____

An elevator pitch is a quick synopsis of your background, skills, accomplishments, and goals. A good elevator pitch lasts no longer than a 30-second elevator ride. An elevator pitch allows you to introduce yourself to recruiters, employers, and even college admissions officers in a clear and confident manner. Here are some tips for writing your own elevator pitch:

- Now use the space below to write your own elevator pitch.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Soft Skills

Soft skills are a combination of people skills, social skills, and communication skills. Soft skills also include character traits such as work ethic and attitude. These skills can be essential for success in a specific career.

Below is a list of soft skills employers value. Think about your soft skills and put a checkmark next to the ones you feel good about. Put an X next to the ones you need to work on.

- | | |
|---|---|
| ☐ communication skills | ☐ teamwork |
| ☐ leadership skills | ☐ positive attitude |
| ☐ work ethic | ☐ friendliness |
| ☐ adaptability/flexibility | ☐ attention to detail |
| ☐ time management | ☐ ability to work under pressure |
| ☐ creativity | |

Choose a career that interests you and list three soft skills you think would be most necessary to succeed in that career. State why you think each skill is important.

Career: _____

1. Soft skill needed: _____

Why it's important: _____

2. Soft skill needed: _____

Why it's important: _____

3. Soft skill needed: _____

Why it's important: _____

Think about it

Choose one of these skills. What can you do now to build or improve it? _____

