

Step 4 and Step 5 - and following the instructions. All the information and examples that you need are included in the attachment 3 for download.

Step 6: List Your Work History Make a list of any work you've done or jobs you've held - including any jobs you've created for yourself. List them on the Resume template.--> List your most recent work first, then your earlier work.--> Include the dates of the work or employment, your job titles, and your employers.--> Include all work experience, even if it was short term or unpaid.

--> Include all jobs even though they're not related to your current job objective, because they help create a picture of reliability and willingness to work.--> Include all jobs even if your parents or relatives were the "employer" and even if you didn't get paid to do it.

--> Include any work and odd-jobs you did on your own as an "entrepreneur," and list YOURSELF as the employer ("Self -Employed").

Step 7: List Your Education and Training List the name of your High School, the City, and which class-year you're in Add a list of any courses you are taking that relate to your current job objective.

Add any special training you completed, and certificates earned (Life Saving, CPR, etc.) if they seem related to your job objective. (Sometimes it's okay to include things even though they DON'T seem directly related to your job objective - just because they help make you look like a person who is well-rounded and ambitious, or Check with your counselor or your parents on what would be good to include.)

EXAMPLES of things to include:--> Classes that relate to your job objective; for example... Math and Computers, if you're looking for a Cashier job; Driver Ed, if you're looking for a Delivery job; Word Processing, if you are looking for an office job; Psychology, if you are looking for a sales job; Any subject, if you're looking for a tutoring job in that subject--> Apprenticeships--> Workshops or seminars--> Certificates (Life Saving, CPR, etc.)--> Correspondence Courses--> Night-School Classes--> Hobbies where you are developing job-related skills, such as... Photography, Surfing the Internet, etc.

Some other things that it might be good to mention would include:--> Your GPA if it is 3.0 or higher (B average or higher.) OR your GPA in job-related courses, if it is 3.0 or higher--> Any position of leadership and responsibility - for example, treasurer of a club, work on a school newspaper, work on a special fund drive.

--> Any special school or extra-curricular projects that show initiative, ability to do research, ability to think and to write, ability to organize a project, ability to follow through and get things done.

Step 8: Summarize Your Key Points Summarize your key points near the top of your resume, under your Job Objective.

1. Make a brief list of key points that a new employer would want to know about you. These key points need to show that... - You are **QUALIFIED** for the job. - You are a **DESIRABLE CANDIDATE** for the job. **** A GOOD SUMMARY SHOULD INCLUDE THESE KEY POINTS **** - How much experience you have - paid or unpaid - using skills that are **RELATED** to your chosen field of work. (How many months or years.) - Your education, including any training in that chosen field. - Your best accomplishment that relates to, or supports, your job objective. - Your key skills, talents, or special knowledge related to your job objectives. - Something about your attitude towards working, or the way you get along with people, that would be appealing to your future employer.
2. Make sure that every statement in your Summary is related to your job objective and is supported by what you say in your skills section and your Work History section.
3. Limit each summary statement to just one line.
4. Make a heading for this summary. You could call it simply "Summary" or "Summary of Qualifications" - whatever fits your style and seems comfortable to you.
5. Fill in your summary onto the resume template.

Step 9: Assemble Your Resume

1. Fill in your name, address, phone number and email address to the top of the resume template.
2. Read through your resume template to make sure that it is 100% complete.
3. Read through your resume template for spelling, grammar, and punctuation errors.

Step 10: Produce a Final One-Page Resume When you have filled out the resume template to it's fullest you are ready to open the word processor and start to create a beautiful one page resume!!

Just remember this important point: There is really **NO ONE RIGHT WAY** to write or design a resume. There's **LOTS** of room for you to "be yourself." Everyone is unique, and your resume does **NOT** have to fit a rigid pattern, or look just like "perfect model" of a resume. In fact, it's **BETTER** if your resume **DOES NOT** look exactly like everybody else's!

A FEW FINAL THINGS TO THINK ABOUT BEFORE USING YOUR GREAT NEW RESUME Proofread your resume **VERY** carefully, for grammar, punctuation, and spelling. Even little mistakes on a resume can ruin the impression you make. And, if you are not an excellent speller, get help from someone who is! Get **Feedback** from someone in-the-know. Find someone who knows about the kind of work you're aiming for, and ask them to look over your resume for content, clarity, appearance, and their opinion of how effective it is.

Evaluation

Category and Score	Exceeds 3	Meets 2	Needs Improvement 1	Score
Organization	The resume is well organized and easy to read.	The resume is readable, but contains one aspect that makes it confusing.	The resume confusing and hard to follow.	%25
Meeting Criteria	All aspects of the assignment are complete: 3-5 facts on past experiences 3-5 on historical significance 3-5 interesting facts.	The resume was missing 2 facts from the three mentioned categories.	The resume was missing 3 or more facts from the three categories.	%25
Content	The resume is well written and contains dates for all the facts that are mentioned.	The resume contains several interesting facts, but lacks 2 dates for two of the facts.	The resume is missing several (3 or more) of the required facts and is also missing the dates that pertain to the present facts.	%25

