

Resumes

What is a resume? It's your advertisement, your brochure, and your marketing tool. It's your chance to shine and tell everyone else about you.

What is it used for? It's the first step in getting a job. Any time you're looking for a job, you will always be asked to submit a resume. This gives employers an idea of what you've done and how you can help them.

Where to start:

1. List your personal information, such as name, address phone number, and email address, at the top of the page.
2. List your education, including the school name, address, dates of attendance, and focus of study.
3. List previous work experience and volunteer activities.
4. Under each work experience or volunteer activity, use bullet points to list your job duties or volunteer responsibilities.

Tips for listing your job duties and volunteer responsibilities:

- Use action words such as *achieved*, *built*, or *worked* to make your duties and responsibilities more meaningful.
- Keep your descriptions simple and to the point. This makes them clearer and easier to read.
- Add numbers to your descriptions to show exactly what you did. Numbers make your statements more powerful.
- List three to four duties or responsibilities for each job position or volunteer service.