

Unit Three - Shakers and Movers

Resume Writing Assignment

• As part of your portfolio that is due at the end of the school year, you need to prepare a resume. In this assignment you will need to design a personal resume. You may already have a resume that you have used to seek employment – if so, begin with that document and update it to reflect the guidelines listed below as well as your current situation. If you have never prepared a resume, follow the steps outlined below. A personal, typed resume should be turned in to complete this assignment. Use an appropriate and attractive format for your resume. Proofread it and have another person proofread it before turning it in. Correct all grammar, punctuation, and spelling errors.

• Include the following information in your resume (minimum requirements):

- **Heading** – Include
 - Name
 - Street Address
 - City, State, Zip Code
 - Phone Number (including area code)
 - Email address, if you use one
- **Objective** – Use one or two complete sentences stating your objective for this resume (optional)
- **Education** – List your current high school and current grade level.
- **Activities** – Identify at least two activities you are involved in, either at school or outside of school.
- **Personal Qualities** – List three or four good things about yourself such as dependable, caring, or works well with others.
- **Work Experience** – Identify two paid or volunteer positions you have held. Include the name of the company or organization, date you held the position, and a brief description of what you did there.
- **References** – Provide two or three adult references (no relatives). Include complete addresses and phone numbers.

• Your resume will be evaluated on the following criteria:

- All required sections are included and are complete (25 points)
- Absence of any punctuation, grammar, or spelling errors (10 points)
- Use of an appropriate and attractive format (15 points)

Resume Writing Tips:

- Your resume should reflect your own words, personal touch, and unique personality. It creates the employer's first impression of you. Your resume should be short and concise, yet provide an informative, well-organized description of your qualifications for a job.
- The resume is designed to get you an interview, not the job! It cannot and should not be a substitute for the job interview(s).
- The resume is NEVER more than two pages; one is preferred. Fill each page. Advertise/market your skills, talents, abilities, and experience. Always place the most important information first.
- Research shows that your resume will receive only 15-60 seconds of reading the first time it is seen by any person.
- A resume must . . .
 - Keep the reader's interest
 - Contain action verbs, not state-of-being verbs
 - Be exciting and moving
 - Contain phrases, not sentences
 - Be consistent in content and indentation
 - Be given to each of your references so they have accurate, up-to-date information
- Eye appeal is vital; do not crowd your information. Leave enough white space on the page so that the resume is easily read.
- The topic order is not crucial; rather list the most important topic headings first and organize the material within each heading to reflect your most important accomplishments.
- Use short phrases, not paragraphs. Use bullet points; quantify whenever possible. Do not highlight skill areas that you no longer want to use. Include volunteer experiences if they relate to the type of position you are seeking.
- References – find people you know well and who are willing to be a positive reference for you. Be sure to obtain permission from each person before listing them. Do not use relatives, personal friends, or other students as references. Be sure to select references who are knowledgeable, articulate, and who can speak and write clearly. If possible, include at least one professional reference (who can speak about your work habits), at least one educational reference (who can speak about your educational abilities), and one personal reference (who can speak about you as a member of the community and can vouch for your character).

- Keep it simple:
 - Use simple, every day language
 - Be specific, give examples
 - Stress your achievements
 - Be positive and enthusiastic
 - Be honest, don't exaggerate
 - Don't list previous salaries or wages
 - Keep a one-inch margin on all four sides of the page
 - Avoid difficult-to-read fonts
 - Double space between sections
 - **Bold**, Underline, or CAPITILIZE section headings to make them stand out
 - Single space within sections
 - A resume is not an autobiography – it is a sales brochure

- There is no official format – set up your resume in the way that best highlights YOU!

Resume Section	What to include
Heading	Tell the employers where they can reach you. Typically, at the top center of the page, type your full name, your complete mailing address with zip code, and your telephone number with area code.
Job Objective	In one or two short sentences tell the kind of work you are seeking. If you have no experience, state that you are: "Seeking an entry-level position in ..."
Education	Show that you are capable of learning. Include apprentice training, on-the-job training, special workshops, seminars, military training, high school, vocational school, colleges, etc. Start with your most recent school or program. On one line give the date of completion, the degree or certificate award, the school's name, and the city-state address. (You may list a few of the courses you took which would interest an employer or help you in the job.)
Skills and Abilities	Give the first skill needed for the job. Directly under that skill, list the ways in which you have used it (limit to only one line per skill).
Work Experience	If you have never worked a day in your life, skip this section. If you do have some work experience - full-time, part-time, casual, civic, volunteer, or charitable - put it in your resume. Begin with the most recent employer. In one line, give the date you left that job ("Present", if still employed), your job title, the name of the company, and the company's city-state address. Directly under this line, list your greatest accomplishments (turn duties into accomplishments but don't get carried overboard).
Military Service	If you never served in the Armed Forces, skip this section. Under the heading Military Service, give your date of separation, your highest rank and rate, and your branch of service. On the next lines, enter your security clearance, special assignments, special talents, and decorations. List your technical training and on-the-job training under "Education". List your job duties under "Work Experience" and phrase them as accomplishments.
Personal	You don't have to explain your age, sex, race, marital status, family size, or handicap to anyone. That's the law. You don't even have to include this section in your resume. However, you might want to tell about some of your special talents, skills, interests, accomplishments, or experiences.
References	You can use the phrase: " <i>References available on request</i> ". However for this assignment you should list each reference by name, title, mailing address, work/home telephone number and possibly email address. In the future if you list that reference information is available on request, be sure to have the above information typed out on a separate sheet that you can provide immediately to the employer.

Resume & Interview Action Words

Use action words to describe your experience and accomplishments. Here are some action words to use:

- Accomplished
- Achieved
- Acquired
- Adapted
- Addressed
- Administered
- Advised
- Analyzed
- Answered
- Anticipated
- Applied
- Approved
- Arranged
- Assembled
- Assisted
- Assumed
- Assured
- Audited
- Awarded
- Broadened
- Budgeted
- Built
- Calculated
- Caused
- Centralized
- Chaired
- Changed
- Closed
- Collaborated
- Collected
- Communicated
- Completed
- Composed
- Condensed
- Conducted
- Considered
- Constructed
- Consulted
- Continued
- Contracted
- Converted
- Coordinated
- Counted
- Created
- Critiqued
- Cultivated
- Dealt
- Decided
- Delegated
- Delivered
- Demonstrated
- Designed
- Determined
- Developed
- Devised
- Directed
- Discovered
- Discussed
- Distributed
- Doubled
- Drafted
- Edited
- Effected
- Eliminated
- Enforced
- Enlisted
- Ensured
- Entered
- Established
- Evaluated
- Examined
- Executed
- Expanded
- Experienced
- Explained
- Explored
- Extended
- Filed
- Filled
- Focused
- Forecasted
- Formed
- Formulated
- Founded
- Gathered
- Generated
- Graded
- Granted
- Guided
- Handled
- Helped
- Hired
- Identified
- Implemented
- Improved
- Increased
- Informed
- Initiated
- Inspected
- Installed
- Instituted
- Instructed
- Insured
- Interpreted
- Interviewed
- Introduced
- Investigated
- Involved
- Joined
- Kept
- Launched
- Learned
- Led
- Listed
- Maintained
- Managed
- Marketed
- Measured
- Met
- Minimized
- Monitored
- Motivated
- Moved
- Navigated
- Negotiated
- Observed
- Obtained
- Opened
- Operated
- Ordered
- Organized
- Originated
- Oversaw
- Participated
- Performed
- Planned
- Prepared
- Presented
- Prevented
- Produced
- Programmed
- Projected
- Promoted
- Proposed
- Provided
- Publicized
- Published
- Pursued
- Realized
- Received
- Recommended
- Recruited
- Redesigned
- Reduced
- Related
- Reorganized
- Repaired
- Reported
- Represented
- Researched
- Resolved
- Responded
- Reviewed
- Revised
- Scheduled
- Selected
- Separated
- Served
- Set up
- Shared
- Simplified
- Sold
- Solved
- Sorted
- Sought
- Spoke
- Staffed
- Started
- Streamlined
- Strengthened
- Structured
- Studied
- Submitted
- Substituted
- Succeeded
- Suggested
- Supervised
- Surveyed
- Tackled
- Targeted
- Taught
- Terminated
- Tested
- Took
- Toured
- Traced
- Tracked
- Traded
- Trained
- Transferred
- Transcribed
- Transformed
- Translated
- Transported
- Traveled
- Treated
- Trimmed
- Tripled
- Turned
- Tutored
- Umpired
- Uncovered
- Understood
- Unified
- Unraveled
- Updated
- Upgraded
- Used
- Utilized
- Verbalized
- Verified
- Visited
- Weighed
- Worked
- Wrote

Sally Student

Education 2001 - present Mountain West High School
General Diploma

- Describe honors, GPA, related activities or classes and accomplishments here.
- Will graduate May 200?
- Overall GPA: 3.5
- Honors and Awards
- Extracurricular Activities

Extracurricular Activities Extracurricular activities can be listed here or as part of your education section.

- HOSA Club, Vice-president
- Girls Soccer Team, member
- FBLA Club, member
- CPR Certified

Work Experience May 2004 – Present **Sonic Drive In Restaurant** Anywhere, UT
Server

- List duties
- Use action words

February 2003 – May 2004 **Wendy's** Anywhere, UT
Food Preparation/Handler

- List duties
- Use action words

Awards and Achievements Optional category: Change category name to highlight something you do well or eliminate this category. List awards and achievements here or include them in education section.

References List three references.

Include full name, job title, and contact information including phone number.

No immediate family members should be used for references.

****Use Resume Wizard in Microsoft Word**

1234 North 4321 West
Anywhere, UT 84000

Phone 801-555-1234
E-mail Sam@hotmail.com

Sam Student

Education

Mountain Peak High School Graduated May 2005 Anywhere, Utah

**Mountainland Applied
Utah
Technology Center** Spring 2004 Anywhere,

University of Utah Fall 2004 Anywhere,
Utah

Related Coursework

- Certified Nurse Assistant (C.N.A), MATC
- Three clinical rotations: two long-term and one short-term
- AP Psychology
- Advanced Health Science, concurrent enrollment UVSC
- Anatomy and Physiology, concurrent enrollment UVSC
- EMS (Emergency Medical Systems)
- Human Biology
- Bioethics, University of Utah

Professional Experience

Heritage Care Center December 2004
– Present

Certified *Nursing* *Assistant*
Anywhere, Utah

- Hands-on patient care: bathing, dressing, grooming, ambulating and feeding
- Charting I&O, vital signs, and ADL's
- Room preparation
- Admissions: take height, weight, and vital signs

Nursing Experience with:

- Oxygen Canuuls
- Wounds Vacs
- Pic Lines
- IV's
- CPR Certified
- Medicine Pumps
- Feeding Tubes
- Respiration Devices
- Hoyer Lifts
- Stomas
- Catheter Care

Lifestyle 2000 January 2003 –
December 2004

Exercise *Assistant*
Anywhere, Utah

- Assisted with supervision of client exercise
- Improving muscle strength and dietary habits

- Organizing class schedules and appointments

References

Andrew Smith, Registered Nurse

(801) 555-3698

James Johnson, Personal Trainer

(801) 555-9876

Elizabeth Barnes, Accounting Clerk

(801) 555-0408

1234 North 4321 West
Anywhere, UT 84000

Phone 801-555-1234
E-mail
Sarah@hotmail.com

Sarah Student

Education

Cedar Hills High School, Junior
May 2006

Will graduate

Anywhere, Utah

Extracurricular Activities

- Journalism, member, two years
- Basketball team, member, two years
- Volleyball team, member, one year
- Key Club, member, one year
- Orchestra, member, three years

Honors

- Utah Stock Market Game, Utah State Office of Education
January 2004
1st place
- Cedar Tree, *Editor* Cedar Hills High School
2003 – 2004
- AP Spanish, AP US History

Professional Experience

Sonic Drive-In
August 2005

June 2004 –

Server

Anywhere, Utah

- Cashier: taking money and returning correct change
- Food Preparation
- Customer Service
- Custodial Work

Child Care
2002 - 2003

Summers of

Johnson and *Smith* Families
Anywhere, Utah

- Child Care: responsible for six children (two different families) – 3 months to 10 years old – from 8:00 a.m. to 5:00 p.m., four to five days a week.
- Meal preparation: breakfast, lunch, and dinner
- Household duties: assist with piano practicing, laundry, dishes, vacuuming, dusting, making beds, etc.

Skills

- Works well with others
- Self sufficient
- Exercises leadership
- Listens effectively
- Fun personality
- Self motivated

References

- Mrs. Julie Watson, 5th grade teacher (Teen mentor supervisor) (801)
555-2888
- Mrs. Janet Durham, Journalism teacher (801)
555-2824
- James and Carmen Smith, Child Care Clients (801)
555-6333