

RESUME WRITING RESOURCES FOR HIGH SCHOOL STUDENTS

Even if you already have a resume, take a look at it. It may need updating or some sprucing up!

resume nuts & bolts

what?

A resume is a document that summarizes your skills, experience, & educational background. Employers look at resumes to find qualified employees.

who?

EVERYBODY who wants a job needs a resume!

why?

A resume is like an "advertisement" that sells you to an employer. It is almost always the first step to getting an interview.

shine!

A good resume should tell YOUR story. It should demonstrate growth & development. A good resume needs to be thorough yet concise.



Writing Strategies

- Be concise - as a student your resume should not be more than one page long
- Use keywords (specific skills/soft skills)
- Be accurate
- Think about your audience
- Think about your word choice/voice

DESIGN

- Use bullet points
- Check & match alignment
- Remember the value of white space- don't overcrowd the page
- Select a font size and style that's professional & readable
- Send digital copies as a pdf



- Misrepresenting your skills or achievements
- Using multiple fonts
- Including overly personal information
- Including salary
- Misspellings and other typos

DON'T GO IT ALONE!

press here

Can't think of just the right phrase to describe your awesomeness?

press here

Need to put some oomph into your verb choice?

press here

Want to see some specific examples?

press here

Need a basic template to get started?



There are plenty of websites with formatting ideas, templates, and resume writing advice. Take some time to browse around. Remember to keep your final design simple & straightforward. And proofread...several times!

EMAIL MRS. BROWN IN THE CTE CAREER CENTER IF YOU WOULD LIKE HELP CREATING YOUR RESUME OR NEED ANOTHER PROOFREADER



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