**WHAT IS A RESUME?**

The primary purpose of a resume is to get a student an interview, and ultimately his/her   
desired job or college admission session. A resume identifies each student’s strengths and states his/her qualities, skills, and interests in a positive manner. *,*

**WHAT IS A RESUME?**

**A RESUME INCLUDES:**

⏵**Name, Address, Telephone Number, E-mail Address**

The heading of your resume should include your name, address, telephone   
number, and e-mail address. Use of your middle name or initial is optional.

⏵**Career Objective** .

Include a sentence beginning with an action verb describing a specific   
occupation. This can be obtained from your most recent Individual Career Plan   
(ICP) and other career research activities.

⏵**Education**

Include the name of your high school; the dates that you attended, courses of studies   
(college prep, or career and technology), or unusual courses (AP English, Humanities).

⏵**Work Experience**

Include your work experience beginning with your most recent employment.   
Because your resume will be on one page, you will need to select your two most   
recent jobs. List the length of time you were employed (month and year); name   
of company or person you worked for; title of your position; and your work   
responsibilities. Start with your present job and work backwards.

⏵**Volunteer Experience**

List the name of the organization you volunteered for and your responsibilities.

⏵ **Extracurricular Activities**

List any extracurricular activities in which you have participated. You can include   
high school, church, community groups, music and/or dance lessons, etc.

⏵**Awards, Honors, Special Recognition, Leadership Positions**

Obviously, everyone cannot get a scholarship, award, honor, or be a team   
captain. Not having an award will not prevent you from being a worthy candidate   
for college or jobs.

⏵**References**

A reference is a responsible adult who will say something positive about you. Be   
sure to ask the person if you may use their name. List the first and last name of   
the person, name of business, street address, city, state, zip code, and   
telephone number of at least three (3) people.

**RESUME WORKSHEET**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective:** Describe in general the kind of position you want in 5-7 words.

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**Education and Training:** List your recent education and training.

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**Employment History:** List all of your employment places, titles, and duties/skills.

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**Volunteer Activities:** List all of your community service

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**Extracurricular Activities:** List any extracurricular activities in which you participated. You can include high school, community groups, music and/or dance lessons, etc.

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**Awards and Honors:** List any major awards, (e.g. Merit Roll, Honor Roll, captain of a sports team, Who’s Who, etc.)

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**References:** List at least 2 references - one teacher and one adult (coach, principal, employer/supervisor, etc) - with their title and address information.

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**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

**POST-SECONDARY PATHWAYS**

**RUBRIC FOR RESUME**

The Resume is worth **50** pts. The distribution of your points is reflected in the following rubric, which illustrates the strength and weakness of your Resume.

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Points Possible** | **Points Received/Comments** |
| **Organization** – Do you use the correct format for a Resume? Is it on a single page and in the correct font? Is there a separate references page? Is your name on the bottom left hand corner of the reference page? | **15 pts.** |  |
| **Content** – Does it have the correct categories? Is the information to support each category correct and current including names, dates and addresses? Does it provide appropriate contact information? Does it end with an appropriate statement?  Do you provide references with appropriate information? | **25 pts.** |  |
| **Writing Conventions –** Are there any errors, especially in sentence structure, grammar, spelling and mechanics? Do you use grade appropriate vocabulary? | **10 pts.** |  |

**Total Points: \_\_\_\_\_\_\_\_**

**JOHN SMITH**

123 Abe Avenue

Cleveland, OH 44112

(216) 123-4567

[Jsmith112@yahoo.com](mailto:Jsmith112@yahoo.com)

**OBJECTIVE** To obtain a position in the field of customer relations.

**EDUCATION** Martin Luther King Jr. High School for Law and Municipal Careers,

Cleveland, Ohio 44113

Diploma June 2012

**WORK**

**EXPERIENCE** Wendy’s Restaurant: Cleveland, OH 44110

Crew Member: July 2004-August 2004

* Handled money transactions
* Accepted orders and nightly deposits
* Prepared food on grill and fryer
* Stocked food, utensils, and toys
* Maintained dining area and cleaned appliances

**VOLUNTEER**

**EXPERIENCE** Neighborhood Child Care Provider, Cleveland, OH 44104

Baby Sitter: 2001 – Present

* Watched and played with children
* Prepared food for children
* Put children to bed

**EXTRACURRICULAR**

**ACTIVITIES**

* Varsity Basketball
* Varsity Volleyball
* Varsity Bowling
* Community Task Force

**RELATED SKILLS**

* Certified Peer Mediator
* CPR certified

**HONORS AND AWARDS**

* Honor Roll
* Who’s Who Among High School Students 2002-2005

**REFERENCES AVAILABLE UPON REQUEST**

**LIST OF REFERENCES**

Mrs. ABC Thomas, Teacher

Martin Luther King Jr. High School for Law and Municipal Careers

1651 East 71st Street

Cleveland, OH 44103

(216) 431-6858

Mr. ABC Smith, Coach and Teacher

Martin Luther King Jr. High School for Law and Municipal Careers

1651 East 71st Street

Cleveland, OH 44103

(216) 431-6858

Ms. ABC Jones, Teacher

Martin Luther King Jr. High School for Law and Municipal Careers

1651 East 71st Street

Cleveland, OH 44103

(216) 431-6858

**JOHN SMITH**