



Tips for Writing a Resume

A resume is a useful tool to help you get a job or get into college. Even if you do not have a lot to put on your resume, you can still show off your experience and skills in an appealing way. Your resume should include the following:

- **Contact information:** Include your name, address, phone number, and e-mail. If your current address isn't professional, then create a new, more professional e-mail address that you use for professional correspondences. For example, cutiepie@hotmail is not professional, but sallysmith@hotmail is.
- **Objective:** Give your reason for submitting the resume.
- **Work experience:** Include the name, city, and state of previous employers; the dates you worked; your title or position; and a description of your responsibilities.
- **Skills and interests:** Include things like software you know how to use, languages you speak, and skills relevant to the job position.
- **Education:** Give your high school name, city, and state; your year in school; and your graduation month and year. If you are taking courses relevant to the job position, you can include them here. For example, if you're applying for a computer help desk job, and you're taking computer science and programming classes in school, you'd include them.
- **References:** These are people who are willing to vouch for your knowledge, skills, ability to work, or prior work experience. Always ask people first before including them as references and verify which of their contact information they would prefer you to use. Some people are fine including all of their contact info, while others prefer that you include only their e-mail or phone number. When you add a reference, it usually goes at the bottom of the resume. Include the person's contact info, such as name, address, phone number, and e-mail address.
- **Awards, honors, or activities:** Include membership in groups, volunteer awards, volunteer work, and extracurricular activities. If you held a leadership role, make sure to note it.

As you write your resume, remember the following:

- Use bullets to make your resume easier to read.
- Limit your resume to one page and, if possible, use the entire page.
- Write in proper English with no slang.



- Use a regular font throughout the entire resume.
- Include a cover letter. Refer to the Tips for Writing a Cover Letter for more information on this topic.

There are a number of resume formats you can use. Check your preferred word-processing program or the Internet for resume templates. Here is one example of a good way to arrange the information:

Jane Stock
6 Oak Lane, Fernley, KY 37733
Home: (555) 000-1111 Cell: (555) 000-1111
JStock@century.net

Objective

To obtain a part-time position in a retail store that sells music, books, or sporting supplies.

Work Experience

Stock's Lawn & Garden Services, Fernley, KY, 2008–Present

- Assisted family business providing lawn and yard care services for 35 neighborhood homes.
- Created and distributed flyers about lawn services using graphics software.
- Invoiced monthly billing and entered payments into Money spreadsheet software.

Mama Mia's, Fernley, KY, Summer 2011

- Restocked condiments and napkins and maintained a clean counter.
- Provided superior customer service for approximately 50 customers each shift.
- Operated register.
- Developed a frequent guest system.

Volunteer Experience

- Tutoring Buddies—10 hours monthly
- Children's Library Reading Program—2 hours monthly
- 5K Library Fundraiser Walk—2010, 2011, 2012

Interests and Skills

- Community Softball League—Most Improved Player Award 2012
- Saxophone, Marching Band, 2nd Place State 2012
- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet research

Education

Franklin Jones High School, Fernley, KY

- Graduate in May 2013
- Current GPA 3.41
- High School Awards and Honors



- National Honor Society
- Academic Honor Roll: 2011, 2012
- Perfect Attendance 2011, 2012

References

Veronica Hughes: 23 Galleon Highway, Fernley, KY 37733 (555) 000-1111

Bill Norman: 1958 East River Drive, Fernley, KY 37733 (555) 000-1111

Samuel Harrel: 158 Mountain Valley Street, Fernley, KY 37733 (555) 000-1111