

The Resume

A resume is a brief description of your previous education, work experience, and relevant information.

The purpose of a resume is:

- To introduce you to an employer
- To serve as an example of how you think and express yourself
- To catalog skills, experience, training and achievements

Remember your main objective is to include:

- Name, address, city, state, zip, phone number with area code, e-mail address
- Honors, awards, fellowships and scholarships
- Memberships and activities, including leadership positions
- Special skills, such as computer knowledge and foreign languages
- Job history listed with most recent job first
- Previous job experience to include: title of position, name of employer, beginning and ending dates
- Education with most recent or current school first, name of high school and graduation date

Presenting the information

- Create a resume using standard fonts
- Put most important information at the top of the page
- Be creative and professional
- Use active verbs like initiated, designed, supervised and developed
- Spell everything out. Do not use abbreviations or acronyms.
- Tailor the resume to the job you are looking to obtain
- Have someone proofread your resume

Qualities of a good resume

- Easy to read, concise
- Professional. Make sure copies are neat and clean.

Mistakes to avoid

- Too short, too long (preferred length is one page)
- Misspellings, typos, poor grammar
- Irrelevant information-height, weight, gender, marital status
- Disorganization, too wordy and vague; important qualifications should stand out

SAMUEL A. SENIOR
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OBJECTIVE: An entry-level position at Warrior Entertainment Inc. as a screen printing technician.

EDUCATION

- Orestimba High School, scheduled for graduation in May, 2020
- Regional Occupational Program: Automotive Technology
- English, Ag Biology, Calculus AP, History of Criminal Justice, Psychology

SKILLS

- Computer: Proficient in Microsoft Office Word, Excel, PowerPoint, email and Internet Explorer in PC and Mac environments.
- Language: Bilingual, English and Spanish (reading, writing and speaking)
- Communication: Able to write clearly and convincingly and give public presentations
- Fast learner and able to effectively work alone or with others

LEADERSHIP

- Sophomore Class President, 2017-2018
- FFA Secretary, 2017
- Frosh-Soph Football Co-Captain, 2016

PLANNING AND ORGANIZING

- Assisted with class fund-raising activities, 2016-present
- Chairman of FFA Spring Project, 2017
- Served as a teacher's assistant, duties included: grading and distributing papers, assisting students and other tasks as assigned, 2017-present

WORK EXPERIENCE

- Burger King, Newman, CA
Counter Clerk, September, 2016-present
- Del Mar Farms, Westley, CA
Packing Shed Sorter, summers, 2017 and 2018

HONORS

- TOSCA Top 20 Recipient, 2017
- Coaches Award, 2016

REFERENCES

Available upon request

**Resume
Sample**