

## IV. Prepare/Update Your Resume

Everyone needs an up-to-date resume. Your resume is an opportunity to make a strong and positive impression on potential employers or agency staff. A good resume will show people that you are serious and ready to work. It will relate who you are and why they should call you for an interview. Remember, getting a position will rely on that interview.

Forms included in this section:

- Selling Yourself – Resume Preparation
- Resume Template
- Two Sample Resumes



## Selling Yourself - Resume Preparation

Communicate your experience and qualifications. Make sure your resume is well written and that it does not have any mistakes.

**Simple formats are best.** Resumes do not have to be in fancy formats or printed on color paper. Stick to one font (print style) and the content should be all the same size type, with the exception of your name which can be a bit larger.

Do not include a photo or personal identifying details such as your age, marital status and nationality.

**Take ownership of your Resume** - When you are working with someone else, (such as a parent, counselor, or friend), it is very likely someone will have strong opinions/recommendations to “improve” your resume.

That’s OK, but remember it is **your** resume. You need to be able to talk about or explain all the facts on the resume. The person who helped you will not be with you during an interview.

**Brand your resume** - Save the file on your computer using your name, such as “Suzy Smith resume.” This makes it easier for an employer to find your resume if you send it by email.

**Save it** - send a copy to yourself by email. When you do this, you will be able to open your email account to access a copy from any computer at anytime.

**Identify yourself correctly** - The top of the resume includes important information: your name, address, phone number and email address. Use correct state abbreviations. Make sure that capital letters are used for city and street names, and remember to include a period for St., Ave., or Rd. There is no need to write *Phone Number* or *Email* next to these items.

**Note:** Include the phone number that you are most likely to answer professionally AND that gets good reception. Make sure that your voice message is appropriate for receiving calls for potential employers.

**It is essential to have a professional email address.** [hotbabe@yahoo.com](mailto:hotbabe@yahoo.com) or [cooldude@hotmail.com](mailto:cooldude@hotmail.com) is not very businesslike. You should use your last name and your first initial, or first and last name, whenever possible. This also makes it easier for someone to see who an email is from.

**Including an Objective (or Not)** - The objective is a way to describe the type of job you are looking for. It is usually a short sentence stating that you have the experience, the education or the training for a particular kind of job, for example

*Seeking a position in retail sales or cashiering that uses my strong work experience and outstanding customer service skills.*

You do not have to include an objective on your resume.

If you do include an objective, make sure that it fits the job you are applying for. If you use a resume to apply for a job that doesn't match your objective, change the objective or take it off.

### **Describing your work experience**

- List experience in chronological order with the most recent jobs at the top.
- Don't worry if it is a volunteer job or "off the books work" such as babysitting or helping a relative with house chores.
- Make sure the dates you worked, names of companies, and locations are included and spelled correctly. If you have worked as a babysitter for a family then list **self employed** as company.

List the job title in bold, then include the company name and location. Next include a short list of your duties or responsibilities at that job. Use the bullet format to list them. Try to begin each bullet with an action word like "greeted" or "organized" or "serve".

**Note:** Personal pronouns (including I or my) do not belong in resume content. Look at the objective above and you will see that it does not say, "I am seeking a position..." The description of work duties should not say, "I operated a busy register..."

**Education Section** - It is important that you are specific and correct with the name of any school you attended and the city and state where it is located. In this section you can also list classes you have recently taken that may be relevant to a position you are interested in.

**Personal Interests/Activities** - These can include details that you might have in common with an interviewer, or that relate to the job you are interested in. Don't make up interests just to complete this section.

**References** - You do not need to include a section called References. There is also no need to include the line, "References will be furnished upon request." Everyone assumes you will give references when they are requested.

### **Get a second opinion**

Once you have completed your resume, ask someone else to read it. Another person can check for errors that you may miss when you read the same thing so many times. A second opinion can also help make sure that what you wrote is easy to understand.

# Your Name

123 Your Street  
Yonkers, NY 10701  
914-12304567  
name@gmail.com

## EDUCATION

**Month 20XX-Present**

**High School City, ST**

Expected Graduation Date

- List any honors, special achievements, or awards here in separate sections below

## EXPERIENCE

**Month 20XX-Present**

**Company Name City, ST**

Job Title

- Correct spelling and punctuation are essential in a resume.
- One of the keys to writing a good resume is to learn how to write short “snippets” that demonstrate what you did (action) and what you accomplished (result).
- Try not to repeat the same responsibilities for each position even if they are similar jobs.

**Month 20XX-Present**

**Company Name City, ST**

Job Title

- Bullets are used for two or more listings

## VOLUNTEER EXPERIENCE

Job Title

- Bullets are used for two or more listings

## INTERESTS / ACTIVITIES

- These can include personal items that relate to the job you are interested in
- Include other interests that you may have in common with an interviewer such as music or a sport
- List sports, clubs, and/or organizations you belong to

## SKILLS

- Include languages spoken, computer experience, such as proficient with Microsoft Office, Internet search, and/or Social Media

# **Mackenzie Rideout**

6 Bristol Street, Arlington, NY 12133

Phone: 566.486.2222

Email: mac.rideout@gmail.com

## **Education**

Arlington High School, Arlington, NY 2012 - 2016

## **Experience**

**Pet Sitter** 2014 - Present

- Provide pet sitting services including dog walking, feeding, and yard care.

**Child Care** 2012 - Present

- Provide child care for several families after school, weekends, and during school vacations.

## **Achievements**

- National Honor Society
- Academic Honor Roll

## **Volunteer Experience**

- Little League Coach
- Arlington Literacy Program
- Run for Life

## **Interests / Activities**

- Member of Arlington High School Baseball Team
- Piano

## **Computer Skills**

- Proficient with Microsoft Office, Internet, and Social Media

# Samantha Jackson

54 Main Street, Apt 2B  
Yonkers, NY 10701  
914- 123-4567  
Sjackson1102@gmail.com

## EDUCATION

Yonkers High School, Yonkers, NY

Diploma expected June 2016

2016 Swim Captain; Varsity Swim & Dive team since 9th grade; Varsity Track Winter 2016; JV Lacrosse 2014 & 2015; French Club; Caprice Advisor to incoming freshman; Be a Friend committee - weekly luncheon with special needs students helping them with their social skills

## EXPERIENCE

Nepperham Avenue Church, Yonkers, NY - Teaching Assistant

September 2012 - Present

Assist teacher with art projects and lessons for a class of 12 Kindergarten students on Sunday mornings.

Self Employed, Yonkers, NY - Babysitter

2011 - Present

- Care for children ages 2 - 12 while parents are out on weekends.
- Actively employed by four families since 2011.

Mount Tom Day Camp, Pelham, NY - Camp Counselor

June 2016 - Aug 2016

- Responsible for the care of ten 5 - 6 year old girls with two other counselors.
- Assisted with activities including swimming, arts & crafts, sports, and snack time.

## EXTRA CURRICULAR ACTIVITIES

- Basketball and running