



Lesson Plan: Resume Tips

Objective: Write a professional resume to prepare for the Region Championships, State Leadership and Skills Conference, as well as, college or a part-time job

Instructions: Use the following guidelines to write your resume. If you already have a resume read through the guidelines and see if your resume could be adjusted to better highlight you as a student and potential employee. Remember that every Region and SLSC competitor will need to turn in a resume.

Heading

Your name, address, telephone number, and e-mail address should all go at the top of your resume. Be sure to use a permanent address and telephone number. Also, remember to use an e-mail address that sounds professional. Do not use an e-mail address such as hottie@gmail.com. It does not sound professional.

Objective

An objective lets college recruiters or potential employers know your main goal. If your target is a college recruiter, tailor your objective to that specific school. For example, your objective may be, "To earn a degree in Education at Georgia College and State University." If you want to get a part-time job, you will need to modify your objective to that particular job, such as "To obtain a part-time sales position with Kohls."

Education/Academics

In the education section, list the schools you have attended. Be sure to include your GPA if it is a 3.0 or higher. You can also mention any academic honors, awards, and/or recognitions that you have received. These can include honor roll recognitions, essay writing awards, science competitions, etc.

Experience

The experience section should briefly give an overview of work experience that has taught you valuable skills. In this section, include: title of position, name of organization, location of work (town and state), dates of employment, and description of work responsibilities. Be sure to use action words to describe your job duties, such as sold, created, processed, etc. Since many high school students do not have a lot of work experience, you can also describe class projects in which you have learned important skills or even leave this section out all together and concentrate on the education/academics and additional information/extracurricular sections.

Additional Information/Extracurricular Activities

The additional information or extracurricular section should be used to place key elements of your background that don't fit in any other section. You may want to include: special skills, leadership roles, volunteer experiences, participation in sports, band, yearbook, etc. This section is where you can demonstrate your uniqueness.

References

Be sure to ask people if they would serve as your reference before you give their names out. You do not need to include your reference information on your resume. A statement at the bottom of your resume that says, "References available upon request," is sufficient.

Resume

Your Name

Address, City, ST ZIP Code | Telephone | Email

PROFESSIONAL SUMMARY

Enter a 2-3 sentence highlight that describes the skills uniquely qualify you for this job. For example:

Hardworking and responsible student with a solid work ethic and commitment to success. Motivated and enthusiastic with a customer-service focus. Excel at working in teams and in finding creative solutions to workplace challenges.

QUALIFICATIONS

[List the skills that would interest this employer. Examples include,]

- Strong verbal, written and math skills
- Food handler's license
- Technical skills [identify skills]
- Career Technical Student Organization

EDUCATION

DIPLOMA | DATE EARNED | SCHOOL

GPA: ## / 4.0

Relevant Coursework: List courses.

Honors: List awards. (e.g., National Honors Society)

Clubs: List extracurricular and intracurricular activities in which you participated. (e.g., Yearbook Committee, Robotics, Career and Technical Student Organization)

Athletics: List any sports team in which you participated.

WORK EXPERIENCE

JOB TITLE | COMPANY | DATES FROM - TO

Summarize your past jobs and your responsibilities.

ADDITIONAL SKILLS

Identify any skills that would interest this employer. Examples include:

- Proficient in Microsoft Word and Excel
- Intermediate speaking level in Spanish

REFERENCES

- List name, title and contact information for up to three references.