

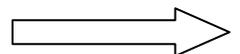
Chronological Resume

Directions:

1. Open the CIS Resume link from the checklist and complete all of the tabs.
2. Once done with all of the tabs, click Create Resume and then Format and Create Resume.
3. Click, Chronological and hit next.
4. Type a 1-2 sentence account of your goal (for the resume, otherwise known as the “Objective Statement”), education, professional/ work /volunteer experience and qualifications, involvement and references.
5. Select RFT as the output type and then Create Resume. From here save a copy to a flash drive or share drive before moving on to step 6.
6. **SAVE an electronic copy for future use in your CIS portfolio! Use the Upload Resume feature by following these steps.**
 - a. Scroll over My Portfolio and click on Stored Files and Links.
 - b. Select Add Resume and upload it like you would any attachment. This will save a copy of your resume that can be reached from any location via your CIS portfolio. HINT: You will need this for your Personal Finance class your senior year!
7. Print and turn in a copy to be proofread by your AG teacher. Once returned make the appropriate changes.
8. Remember this is a required component of your EA portfolio!

Requirements:

1. Follow all directions carefully
2. Use Correct Grammar, Spelling, Capitalization and Punctuation
3. Be Honest
4. Keep Paperwork Neat, Clean and Wrinkle Free
5. Include the following sections in order of importance and the information in chronological order:
 - a. Objective Statement
 - i. State title of the job you are seeking and why you would be a good fit for the position
 - b. Summary of Qualifications
 - i. List 2-3 strengths/skills and state evidence of how they apply to the job
 - c. Education
 - i. Include name of institution, dates enrolled, location, expected date of graduation, GPA, licenses &/or certifications earned, related or specialized coursework
 - d. Work Experience &/OR Volunteer Experience
 - i. Include a **minimum of one** with name of business/organization, dates employed, location, name of employer/supervisor and their title, on-the-job accomplishments
 - e. School & Community Involvement
 - i. Include name of organization, your role, awards earned, dates of participation
 - f. Professional References
 - i. Include a **minimum of three** with complete address, phone number, email and relationship to you (Professional References* Only)
 - ii. Can be placed on separate reference sheet
6. To clarify the requirements, and to determine order of sections and content, see reverse side...



***Professional Reference:** Professional references are references from individuals who can attest to your skills, qualifications, and abilities. Professional references can include managers, teachers, coaches, club supervisors, youth pastors, volunteer coordinators, business contacts, and others who can recommend you for employment.

When you provide a professional reference to a prospective employer include the person's name, job title or relationship to you, company, address, phone number and email address. Be sure that you have the person's permission to use them as reference before you give out their contact information.

Your Full Name

Address

City, State Zip Code

Phone: Number

Email: Email Address

Objective:

A position as a _____ to utilize my exceptional skills in the area of _____, coupled with my _____.

Summary of Qualifications:

- List a power skill that qualifies you for the job and provide evidence
- List a power skill that qualifies you for the job and provide evidence
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Education:

Name of High School September 20XX – Present City, State

Expected Date of Graduation: June 20XX

- GPA: Only list 3.0 or higher
- Licenses or Certifications Earned: List all earned during high school
- Related or Specialized Coursework: List classes that further qualify you for the job, and list all AP/college level classes

REPEAT FOR ALL HIGH SCHOOLS ATTENDED (MOST RECENT TO LEAST RECENT)

Work Experience:

State Job Title Month 20XX – Month 20XX City, State

State Name of Company/Institution/Affiliation, Employers Name/Title

- List skills/duties/responsibilities as accomplishments
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REPEAT FOR ALL OTHER EXPERIENCES (MOST RECENT TO LEAST RECENT)

School and Community Involvement:

- List name of organization/activity, your title, award(s) earned, dates of participation

REPEAT FOR ALL OTHER EXPERIENCES (MOST RECENT TO LEAST RECENT)

References:

Name	Name	Name
Professional Relationship to You	Professional Relationship to You	Prof. Rel. to You
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone Number	Phone Number	Phone Number
Email Address	Email Address	Email Address