

SILVERTON HIGH SCHOOL



RÉSUMÉ WORKSHEET

Name: _____

AG: _____

Preparation Helps Ensure Success

What is a résumé?

The purpose of a résumé is to get an interview

Do I really need a résumé for a part-time or summer job?

The answer is simple – YES! If you do not have a résumé, you may not get an interview. Your résumé will compete with other résumés. Employers scan your résumé and compare your qualifications with the qualifications for the job opening.

Are you sending a résumé to employers and not getting interviews? Look carefully at your résumé. If you do not get the interview, your résumé is not doing its job.

Do's for a résumé

- Do include your name, address, phone number, & email address on your résumé
- Do make sure your résumé is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your résumé
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your résumé is brief, well organized, and focused on the position for which you are applying

Do not's for a résumé

- Do not include a date; you should put a date on your cover letter, not your résumé
- Do not include personal pronouns such as "I" in your résumé
- Do not include abbreviations in the body of your résumé
- Do not include personal information such as height, weight, social security number, driver's license number, race, religion, marital status or political affiliation
- Do not include miscellaneous details such as salary requirements, supervisor's name and title, marital status, number of children, hobbies or sports interests

RÉSUMÉ WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create, and type your résumé. Let us begin to assemble the nuts and bolts of your résumé.

Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your résumé. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

Skills: Skills are things you can do, as well as things you know and have experience doing. **List any skills you have that can help you do the type of work you want to do:** Think about what you can do or have done.

Transferable Skills*:

List any skills you have developed in school or in other positions that may help you in a new position. *Transferable skills are skills you learned or used in school, volunteering or in another position or job that may help you in your first job, your next job, or career. Be sure to use your own words to describe your transferable skills.

- On time to school/class/punctual Complete assignments/meet deadlines
- Research information/gather data Prepare equipment for sports/set up work area
- Play sports/teamwork Write papers/prepare written reports
- Organize homework assignments to complete on time/organize priorities
- Turn in completed school work/completed assigned work
- Supervise younger children/class projects/lead and manage situations and projects

What other transferable skills do you have? List your additional skills below.

_____	_____
_____	_____
_____	_____

Personal Attributes or Characteristics: These may be important to an employer. Think about the traits you may have that an employer would find desirable.

Check those that apply and be sure to add to the list. You may wish to use these attributes or characteristics as you develop a summary statement.

- | | |
|---|---|
| <input type="checkbox"/> Works well with others | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Independent thinker |
| <input type="checkbox"/> Hard worker | <input type="checkbox"/> Follows directions & rules |
| <input type="checkbox"/> Listens well | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> On the Honor Roll | <input type="checkbox"/> Earns good grades |
| <input type="checkbox"/> Gets work done without instruction | <input type="checkbox"/> Asks questions |

Computer Skills or Other Technical Skills: Technical skills, at least basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer.

Check the computer skills you have and be sure to add to the list.

- | | | |
|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> MS Access | <input type="checkbox"/> Internet |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Email | <input type="checkbox"/> Outlook | |

Summary Statement: It is very important to communicate your value to a potential employer. On your resume a Summary Statement at the beginning of your résumé is an excellent way to demonstrate your value. A Summary Statement consists of several brief sentences that focus the reader's attention on the most important qualities, achievements and abilities you have to offer.

Draft your summary below and answer the question – **what can you do for the employer?**

SUMMARY

Experience: Employers are interested in the type of school experiences you have, or the work you are doing, or have done, as well as the name of the organization or company where you volunteered or worked, when you did the work, and the type of experience you gained. List your most recent volunteer, school, or job experience first.

Be sure to list school activities and volunteer experience as well as paid work experience. If you lack paid work experience, list chores, school activities and volunteer experience that you may have. For example, if you volunteer on Saturday at the animal shelter, you can add that experience to your résumé. You do not have to be paid to count it as experience. List any experience you have below:

Your most recent volunteer, school experience or work experience should be listed first!

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From: _____ to: _____

Year (When job started)

Year (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier volunteer or work experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From: _____ to: _____

Year (When job started)

Year (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier work experience or volunteer experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From: _____ to: _____

Year (When job started)

Year (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Education: Employers are interested in your education in general terms and as it relates to the type of work you are seeking. If you lack work experience your education and volunteer experiences will be very important parts of your résumé. List your highest level of education first.

Special Course or Vocational Training/Education

Current Status: (list year, completed if in the last 3 years, you may also include your expected graduation date if currently in school): _____

Name of School: _____ City/State: _____

Subjects: _____

Graduated (list year, if in the last 3 years): _____

Class Standing/GPA (list if relevant to the position or field): _____

Honors, Awards, Achievements or Activities: _____

High School

High School Diploma Yes No GED currently attending

Current Grade or Last Grade Completed: (list year you expect to graduate if currently in school): _____

Name of School: _____ City/State: _____

Honors, Awards, Achievements or Activities:

Other Training or Relevant Activities: Employers are interested in the training you have received in general terms, and as it relates to the type of work you are seeking. Have you received leadership or other specific training in school or as part of a club or volunteer organization? If so, include in this section.

List any school activity, vocational training, on-the-job training, other formal training, student leadership training, sports team, clubs or other specific school courses:

Name of Activity, Vocational or Training School: _____

City/State: _____

Courses taken: _____ Dates from: _____ To: _____

Licenses or Certificates held: _____

School Activities:

Volunteer Activities, Service Organizations or Achievements:

List your most important achievement to date:

References:

Contact three (3) people who are willing to be a reference for you. Record the information below. Select people such as a current or prior supervisor, a personal reference such as a neighbor, a landlord or someone who lives in your community, a coach or a teacher. **Family members should not be used as references. Do not include anyone you have not spoken to ahead of time, or anyone who will not give you a good reference!**

Work Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____

Educational or School Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____

Personal Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____