**Resume Writing 101**

**The Header**

* **What should be included?**
	+ Name
	+ Permanent and present address
	+ E-mail Address (make sure it’s appropriate)
	+ Telephone Number
* **Where should contact information go?**
	+ Top of the page

**Objective Statement**

* **Purpose**
	+ Communicate the type of position you are interested in

**Education**

* **Name of School**
	+ Include city and state
* **Name of your degree**
	+ What you received or will be receiving
	+ Include date of completion or expected date of completion
* **GPA**

**Experience**

* **What is considered “experience”**
	+ Full and part-time jobs
	+ Volunteer Work
	+ Internships
* **Information to include**
	+ Job Title
	+ Dates of Employment
	+ Company Name
	+ City and State

**Listing Responsibilities**

* Use bullet points
* Start each line with an action verb
	+ Present tense if currently employed
	+ Past tense if no longer employed
	+ Vary your choice of verbs
* Tailor skills and experiences to the position you are applying for
* Be concise while providing enough detail

**Honors and Awards**

* **Order by dates**
	+ Reverse Chronological
	+ **Example:**
		- Honored Titan (May 2018)
		- Student of the Month (October 2017)
		- Honor Roll (June 2017)

**Professional Affiliations and Activities**

* Order by date
	+ Reverse chronological
* Do not say *Member of…*
* Emphasize your leadership roles
* Spell out the organization's or clubs name
	+ Do not use abbreviations or acronyms

**References**

* Need at least **two**
* Cannot be a friend or family member
* Include name, job title and phone number

**Resume Dos**

* Use action verbs
* Use short, concise sentences
* Keep resume easy to read
* Keep resume about one page

**Resume Don’ts**

* Do not use pronouns such as I, me, my, etc.
* Do not clutter your resume with nonessential information
* Do not make any misrepresentations
* Do not include personal information
	+ Social Security Number, sex, height, weight, photograph, etc.

**Resume Overview**

* If you would like to have your resume proof read by a staff member on campus, grab a cover sheet to attach to your resume
* Please bring it to the library **by Tuesday, April 23rd**. It will be returned to your 4th period class by Monday, April 29th