

## Writing a resume

A resume is more than just a list of previous experiences and education. It is a way to market yourself. This is what potential employers will see and use to decide whether or not to give you a chance at their company.

There are many different styles for different jobs when it comes to resumes. A quick internet search for resume formats for the job you're applying for can help when drafting your resume. Use keywords for the type of job such as: "customer service resume sample" or "resume example for food service"

Each time you apply for a job you should have your resume reflect the job. Make sure your resume specifically reflects the job requirements. You can start with a basic resume as your base and then modify it when you apply for jobs.

If you are in school, go to the Career Services. They often have appointments to help write, review, and edit resume and cover letters as well as help with mock interviews.

### **Resumes should have at least 4 components:**

The Heading: where you put your name and contact information, such as email address and phone number

### Optional: Profile or Objective

This is a statement under your information that tells people what are your career goals or motivations are.

### Work Experience:

List in chronological order the jobs you've had (this means the most recent job is at the top), and what that major job duties are. These can be listed as bullet points. Limit yourself to 3-4 bullet points per job.

### Education:

List the education you've received or are currently undertaking. If you are still in school or a training program, it's good to write that. List it as the date you started-Present. For example, "September 2016 - Present." Some jobs will want to know your GPA, but not all.

### Interests:

This is the section that you can show some of your personality. List 5-8 of your interests such as: cooking, baseball, running, reading, yoga, etc. Sometimes in interviews the employer will look at this section to get ideas for questions to ask.

Do a quick internet search of example resumes for the job you're applying for. Write a few drafts and go over them with someone.