

CRITERIA FOR RESUME WRITING

Objective: Student will prepare a professional resume which is organized, neat, without grammatical errors and one which includes pertinent information. Your resume should be typed and printed out on white or off white paper size 8 ½" x 11". Do not use abbreviations, spell-out words.

Please read the following before completing your resume with respect to each section.

1. Name, address and phone numbers should be centered at the top of the page.
2. The Objective is your goal. What you are setting out to accomplish. The one listed is a generic objective which can be used by anyone.

If you have decided what your career goal is, you can be more specific. For example, if your goal is to become a nurse, your objective might be: Seeking a part-time position in the medical field. This lets the reader know that you are interested in only jobs that are related to the medical field.

3. Education. Include the school address; there are a total of three (3) Woodrow Wilson High Schools in the Los Angeles County area. When you expect to graduate should be the date listed.

4. Work Experience Include that address of all former employers. If you have had more than one job, the most recent job should be listed first. You should include the month and year in which you began and ended your employment. Current jobs should be listed also, and will include the month and year you began employment, and in place of an end date put the word "present".

You should also describe what duties and responsibilities you had while employed.

5. Volunteer Work. Should be listed like Work Experience. All volunteer work should be included even though it may have been for a short period of time.

6. Skills and Abilities. One of the most important skills you can possess today is being able to use a computer. List all the programs you have experience with. Microsoft Word will probably be the software program most employers would desire you to possess. In addition, keyboarding is important too. If you have knowledge of your keyboarding speed, list it.

If you speak more than one or more languages list them. Don't be afraid to list here personal qualities.

7. Extracurricular Activities. List all activities/clubs/groups/organizations you have been a member of while in high school; include school year (for example, 2005/2006 school year).

8. Awards Certificates. Think of all the awards and certificates you may have received and list them. You can include these in your senior portfolio.

9. References. List the names and phone numbers of at least two (2) individuals who has knowledge of your work, work habits and basically would say something positive about you. You should ask their permission first before you use their name and phone number. It is best to ask a counselor, teacher or supervisor at work. DO NOT use a friend or family member.