

April 2009



PREPARE FOR COLLEGE

Resume Building - Helpful Hints

In order to prepare for job interviews, you will need to create a resume that presents you in the best possible manner. A resume introduces you to a potential employer; illustrates your skills and accomplishments; and defines your goals and direction. Below you will find a template that should help you get started!

Your Contact Information

The first section of your resume should include information on how the potential employer can contact you. Be sure all information is current and accurate.

- First and Last Name
- Street Address
- City, State, Zip Code
- Phone (Landline and/or Cell #)
- Email Address

Education

This section includes the school you currently attend or most recently attended and any awards or honors that you received. If you have taken additional classes outside of your high school, you may list them here.

- High School Name
- Awards
- Honors

Experience

This section lists any work history you may have had. List the name of the employer, dates worked, the position held and bullets of your responsibilities. Take the time to write out the tasks and responsibilities you had at each job. You should have at least two or three bullet points. Depending upon the job you are applying for you may also list babysitting experiences. This area should also include participation in programs such as After School Matters. If you have no work experience, include any volunteer experiences you have as well.

- Company #1 Name
- City, State
- Dates Worked
- Job Title
- Responsibilities / Achievements

- Company #2 Name (If applicable)
- City, State
- Dates Worked
- Job Title
- Responsibilities / Achievements

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Volunteer Experience

This section should include community service projects you have completed in high school as well as other volunteer experiences through your church, school, or in the community. This area can include activities such as captain or a coach of a sports team or leader of a children's or youth church program.

Skills

This section lists skills that you have developed that relate to the job you are applying for. They can be computer skills, other languages you may speak, or other special talents or knowledge that you have in a specific area. Carefully read the description of the job you are applying for and then think of any skills you have that would assist you in doing the job. These might include skills you have gained in school or in other activities such as supervising others or working with customers.

References available upon request

Do NOT include references with your resume'. Instead prepare a separate list of references to give your employer should they request it. Most employers require three references of people you know. Do not include family members as references and be sure the people you recommend can speak about your specific skills that relate them to the particular job you are applying for.

More helpful hints to create a winning resume.

Do's:

- Do keep your resume' to one page
- Do use an 11 or 12 point type font in the Arial or Times New Roman font style
- Do use bold/ CAPS to make all section headings stand out
- Do make sure your resume' is well organized, accurate and easy to read
- Do use resume quality paper in white or ivory only

Don'ts:

- Don't use the word "resume"
- Don't use the word "I"
- Don't include salary information
- Don't include testimonials
- Don't give personal statistics or profile
- Don't include photographs
- Don't use too many font styles or sizes
- Don't include references as part of the resume itself

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