

GUIDE TO WRITING A RESUME

Writing a resume should be easy to write and well organized to present yourself to your future employer. It should include how to contact you, any prior jobs (if you had any), what skills you possess, about your education and any volunteer experience. This resume should give a brief insight into the type of employee you will be.

Most applications will ask you the full title of former jobs, dates of your employment, and your former supervisors. If you have a resume filled out and bring it with you when filling these applications out it will make the process go smoother since you will already have this information. When you ask someone to write you a recommendation, giving them a resume as a reference will help make the details more accurate.

What you should know before making a resume

1. **NEVER MAKE ANYTHING UP.** Employers will contact previous job experience. If you lie on your resume, you will most likely not be hired.
2. **KEEP IT SHORT.** Your resume should not be more than one page.
3. **PROOFREAD, PROOFREAD, AND PROOFREAD.** Read over your resume yourself. Then have at least one other person read over it. You do not want to have spelling or grammatical errors in your resume.
4. **TYPE IT!** Type out your resume. It looks more professional.
5. **SAVE IT!** Save a paper copy, on your computer, flash drive and/or CD. This way you will always have it and it is easy to update when you get new work experience, volunteer work, etc.
6. **UPDATE FREQUENTLY.** When you are in a new club, graduate, participate in activities or even acquire a new skill, add these to your resume to keep it current.
7. **GET CREATIVE!** Yes, you can use the resume wizard. If you create your own resume yours will stand out from the rest. Show them that you can use a computer and can be creative.
8. **EASY TO READ.** Keep it simple. Simple fonts which are easy to read. Simple format that does not make your information get lost.