

Tips for Writing a Resume

What is a resume?

It's a document that shows a history of your work experience.

What am I supposed to put on it?

You need to include things like your name and address, so the person looking at it knows who it is about; then you list special skills and qualities that will make you good for the job; then you list the work and/or volunteer experiences you have and lastly you add things like your education, awards and clubs that are related to the job you are applying for.

How long does it take to write a resume?

It might take a couple of hours; you'll probably have to do a couple of drafts before it's just right. Be sure to have someone you trust review it for typos, errors, etc.

Do I only need one resume?

Well... you might need different versions of your resume or you might need to change things around depending on the job you are applying for.

What if I've never had a 'real' job?

That's ok! You can still write a resume. Here are some things you can add:

- **Your skills and qualities** (skills are what you can do, qualities are who you are) What do you know how to do? What are you good at? (for example: typing, using a computer, social media, math)

What are the characteristics or quality that make you, you? (for example: patient, a good listener, on-time, reliable, hard-working)

- **Volunteer experience.** So, maybe you've haven't gotten paid for work yet, but if you've volunteered, you can list that as "experience". And if you haven't volunteered but you've been in a club or sport, you can list that.



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Can I see an example?

Sure! Check out the next page. Use it as a guide. Start with a blank page and set it up like the sample. And you can also search online for resume. Try these key words: teen resume, youth resume, first resume, resume for teenager. Look at a couple to compare; what is similar or different about the ones you are found?

Should I use a template?

We recommend that you NOT use a template because it will force you into their format. Rather, if you find a style you like, re-create it yourself in Word, like the one on the next page. Also, keep your font (the letters) simple. Use Times New Roman, Arial, or Calibri.

Sample Resume

FIRST NAME LAST NAME

Street address

City, STATE Zip code

Email address:

Phone Number

Skills & Qualities:

- .
- .
- .
- .
- .

Experience

Name of Agency

Title of position

In this space describe using 3rd person past tense, unless you are currently working there, some of your responsibilities. You can also write a sentence or two and then make bullets of your specific tasks (read books to a group of 10, 2-4 year olds two times per week) and/or accomplishments (increased enrollment in the program from 15 to 25 participants using a social media strategy)

Dates - most recent to oldest

Location & State

Experience

Name of Agency

Title of position

In this space describe using 3rd person past tense, unless you are currently working there, some of your responsibilities. You can also write a sentence or two and then make bullets of your specific tasks (read books to a group of 10, 2-4 year olds two times per week) and/or accomplishments (increased enrollment in the program from 15 to 25 participants using a social media strategy)

Dates - most recent to oldest

Location & State

Education

Most recent educational accomplishments

dates

Relevant Coursework or Hobbies

Replace all of these with YOUR information

the STATE is an abbreviation and is capitalized for example Pennsylvania is PA

be sure this is professional. Keep it simple: try your first name and last name or first letter and last name.

Don't make things up, only say things that are true. This might include: trained in CPR, Bi-lingual English/ Spanish, Reliable, hard-working, Comfortable getting around Philly independently. Think of things from the JOB DESCRIPTION and pick things that are TRUE about YOU and would match the requirements of the job.

Replace all of this with things about you.

You will have to adjust based on the job you are applying for- you can also list and describe in your cover letter and how your education/knowledge will be an asset to you if you are hired.