

# WRITING A RESUME





## OVERVIEW OF REQUIREMENTS

1. Name
2. Contact Information
3. Objective
4. Experience
5. Education
6. Additional Activities/Achievements
7. References

1.

## NAME: FIRST AND LAST

- Must be at the top of the Resume!
- Must be your legal name: If you go by a different name, you can include it in parenthesis after your first name.



### OSWIN PRICE

1234 Mystical LN  
Tumwater, WA  
98512  
Phone: 123-456-7890  
Email: osiwn@gmail.com

#### OBJECTIVE

Recent high school graduate looking to further their knowledge in the education field, combining a love of teaching with 3 years of volunteer classroom time. *(College Oriented Objective)*

Recent high school graduate looking to advance in the customer service industry, building on two years of entry level experience. *(Job Oriented Objective)*

#### ACTIVITIES/ACHIEVEMENTS

- Student Council (2021-2022)
  - Class President
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  - NHS President: 2021-2022
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  - Team Captain: 2020, 2021
  - 1st Team All League: 2019
  - All Academic: 2018-2022

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Zoey Brown  
TMS Teacher, (xxx)xxx-xxxx  
Roland Jung  
Brewery City Pizza, (xxx)xxx-xxxx

#### EXPERIENCE

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August 2020-current  
Title: Pizza Shop Staff

- Work the front counter, including the cash register
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**Tumwater Middle School**, Tumwater, WA

September 2020-Current  
Title: Student Volunteer

- Assist instructors with room set up
- Make copies, assemble homework packets
- Organize files

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November 11th, 2019  
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#### EDUCATION

**AG West Black Hills High School**

Graduated: June 2021  
• Class of 2021 valedictorian

**South Puget Sound Community College-Running Start Program**

Completion of AA degree: June 2021

2.

## CONTACT INFORMATION

- At the top of the Resume, typically under your name.
- Must include: Address, phone number and email (you can use school email)



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## OBJECTIVE

- Located near the top
- In 1–3 sentences, describe your goal for after high school.
- Cannot use the word “I.”



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## EXPERIENCE

- Both work and volunteer experience.
- Place in descending order, with most recent job/experience first.
- Include the following information
  - Name of company/place
  - City its located in
  - Dates Worked (start to finish)
  - Job Title
  - Bullet point list of responsibilities

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# EDUCATION

- Include
  - Name of School
  - Date attended and completed
  - Anything Notable

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## ADDITIONAL ACTIVITIES AND ACHIEVEMENTS

- This is where you list clubs, sports, theater, choir, band, awards, etc.
- Include name, years and anything notable (like Team captain)
- Located either at the end or on a side column. It should not be above job experience.

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## REFERENCES

- Must include 2–3 references
- Name, Job title, contact phone number
- These are any adults who can speak on your character.
  - But, you cannot include family.

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- Skills
  - You can include a skills section.
    - List added skills like “Certified in Microsoft Office”
  - Not required for graduation resume.
  - BUT: it can be helpful.

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- Each section needs to be obvious when reading a paper resume.
  - **Bold** or Underline the sections titles
  - Use a slightly different font.
  - Utilize Columns to separate the smaller sections.
- Keep it to one page
- Avoid using the word "I." Talk about yourself in 3rd person.





# MAKING RESUME WRITING EASIER

- ✘ Four free Templates in Class of 2022
  - Click “File”
  - Click “Make a Copy”
  - Rename your new copy: FirstnameLastname\_Resume
  - Start filling it out.
- ✘ For those who want to be Extra:
  - Can use websites like Canva (it has a free version!)



## TASKS

1. Join Senior Class on google classroom.
2. Start your resume!
3. When done, upload your resume on to the senior class google classroom.
4. Resume Edits:
  - a. Will be done as you upload.
  - b. If you need help, you can always come see us in the library/career center.

SENIOR CLASS CODE

zfnfpze

JUNIOR CLASS CODE

gm7ttrt