



LOOKING FOR A JOB: STEP BY STEP

WRITE A RÉSUMÉ

STEP 9

A résumé (**rez oo mā**), is a written outline of your personal facts. It describes what you can offer an employer. The goal of your résumé is to get job interviews. You can attach your résumé to an application. It can be mailed along with a letter introducing yourself to an employer at a company where you would like to work. You may also leave copies of it with the local job service office. Start your résumé by using the information on your fact sheet. Divide your facts into the following areas:

- HEADING – name, address, phone number
- EMPLOYMENT EXPERIENCE – list your last job first
- EDUCATION – the grade levels you have completed
- ACTIVITIES – skills, volunteer activities and hobbies...
especially if they relate to the job you want
- AWARDS – special honors

You may add a WORK GOAL (the kind of job you want) and anything special about yourself. Do not include your height, weight, health, age, marital status, or photographs.

Be sure your résumé is one page...typed (if possible)...positive and honest...checked for spelling...and begins all statements with action words (typed, built, sold). Follow the sample below to write your own résumé.

SAMPLE RÉSUMÉ

	First & Last Name
	Address
	Phone Number
<u>GOAL</u>	– To work in a clerical position using typing and phone skills
<u>EMPLOYMENT EXPERIENCE</u>	
December 2010 – present	FAMOUS PRODUCE COMPANY Address Packing Clerk – Packed produce and received phone orders
November 2009 – August 2010	RED STRAWBERRY FARM Address Cashier – weighed produce and worked cash register
January – May, 2009	ANYTOWN HIGH SCHOOL Address Student Typist – typed for yearbook
<u>EDUCATION</u>	
May 2010	Anytown High School Address Completed 11 th grade Major – office skills
<u>ACTIVITIES</u>	
October 2010 – present	MIGRANT DAYCARE Address Volunteer – recorded weekend attendance and typed letters
<u>REFERENCES</u>	(Refer to Step 4)