



# SkillsUSA Indiana

## Resume Resources

### What is a resume?

A resume (also spelled *résumé*) is a formal document that serves to show a person's career background and skills. In most cases, it is created in order to help a candidate to land a new job. A traditional resume consists of a professional summary, work history, and education sections. It works like your job hunt marketing document.

The purpose of a resume is to introduce yourself to employers, present your qualifications, and secure an interview. The goal of writing a resume is to showcase your experience, education, and skills in a standardized format which is easy for recruiters to read.

### How to format a resume?

1. **Set one-inch margins on all four sides.**
2. **Pick a 11 or 12pt resume font and stick to it.**
3. **Create a proper resume header format for your contact details.**
4. **Divide your resume into legible resume sections:**  
Contact Information, Resume Summary, Work Experience, Education, Skills.
5. **Use bullet points to talk about past jobs.**
6. **Be consistent with your resume formatting**  
(stick to the same date format: for example *11–2018*, or *November 2018*.)
7. **Use single or 1.15 line spacing.**
8. **Add an extra space before and after each section heading.**
9. **Make your resume as long as it needs to be.**
10. **Don't use photos on your resume.** Unless the job description specifically asks for them. You're looking for a job, not a date!

RÉSUMÉ GUIDE	
<b>WHAT IS A RÉSUMÉ?</b> A résumé is an easy and organized way to present yourself to an employer. It tells the employer how to contact you, what prior jobs you have had, what special skills you have, volunteer and work experiences you've had and about your education.  A résumé provides insight into who you are and what type of employee you might be.	<b>Top Five Resumes Mistakes</b> <ol style="list-style-type: none"><li>1. <b>Types</b> →Proof Read, Proof Read, Proof Read!</li><li>2. <b>Length</b> →Be sure it's only one page!</li><li>3. <b>"Creative" Formatting</b> →Keep it simple and easy to read.</li><li>4. <b>Lying</b> →Make sure everything you put is honest!</li><li>5. <b>Outdated</b> →Add new experiences as they happen!</li></ol>
RÉSUMÉ SECTIONS	
<b>Header</b> Provide your name and contact information. Make your name a little larger and easy to read. Be sure to include your address, home phone, cell phone, and email address. Your email address should be appropriate like first.last@mail.com.	<b>SUSAN Q. STUDENT</b> 111 S. Main St. Anytown, IL 60110 312-555-5555 sstudent@mail.com
<b>Education</b> List your formal education here. Start with your most recent school and end with your earliest schooling. You do not have to go back beyond high school. There is no need to list your elementary or middle school. You want to include the year you graduated or the expected date of graduation (you can also include the month).	<b>Anytown High School West</b> Anytown, IL      Graduation Expected June 2016 ● GPA 3.5 ● Student of the Quarter (March 2014) <b>Anytown Area Career Center</b> Anytown, IL      Graduation Expected June 2016 ● Culinary Arts Program
<b>Experience</b> This section is where you list any activity that helped you learn a new skill. An activity can be anything from a summer job to a volunteer project to babysitting for the neighbors. Order your experiences in reverse chronologically (most to least recent) to emphasize your progression. Provide the city and the time period you were there; be sure you are consistent throughout your entire resume. For each experience, describe what you were responsible for or what you did. If you still hold the position, use present tense verbs; if not, use past tense verbs.	<b>Server, Main Street Restaurant</b> Anytown, IL      November 2014 - Present ● Assist customers in order selection ● Ensure prompt and accurate service ● Collect payments and balance transactions. <b>Busser, Main Street Restaurant</b> Anytown, IL      January 2014 - November 2014 ● Set up tables before patrons arrived. ● Ensured that spills were immediately cleaned. ● Cleared tables once patrons had left.
<b>Activities</b> Let your employers know you are active in other community and school. List your activities using a format similar to what you did with your "Experience" section with out the tasks part.	<b>SkillsUSA, Anytown Area Career Center</b> Anytown, IL      August 2014 - Present <b>Soccer Program, Anytown High School</b> Anytown, IL      August 2013 - Present
<b>Honors/Awards</b> Provide the name of the award and the date you received it. No description is necessary, but if you have a lot of extra space on your resume, you can provide a short description.	<b>Honors/Awards</b> ● 2nd place in Illinois in Commercial Baking (2015) ● Junior Varsity Soccer MVP Award (2015)
<b>References</b> Do not provide references on your resume. Simply say "Available upon request." This lets your employer know that you can offer references if they require them.	<b>References</b> Available upon request.
When you are finished, always remember to proofread!	

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A résumé provides insight into who you are and what type of employee you might be.

### Top Five Resumes Mistakes

1. **Typos**  
→Proof Read, Proof Read, Proof Read!
2. **Length**  
→Be sure it's only one page!
3. **"Creative" Formatting**  
→Keep it simple and easy to read!
4. **Lying**  
→Make sure everything you put is honest!
5. **Outdated**  
→Add new experiences as they happen!

## RÉSUMÉ SECTIONS

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### Activities

Let your employers know you are active in other community and school. List your activities using a format similar to what you did with your "Experience" section with out the tasks part.

### Honors/Awards

Provide the name of the award and the date you received it. No description is necessary, but if you have a lot of extra space on your resume, you can provide a short description.

### References

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### SUSAN Q. STUDENT

111 S. Main St.  
Anytown, IL 6010  
312-555-5555  
sstudent@mail.com

<b>Education</b>	<b>Anytown High School West</b> Anytown, IL      Graduation Expected June 2016 • GPA 3.5 • Student of the Quarter (March 2014) <b>Anytown Area Career Center</b> Anytown, IL      Graduation Expected June 2016 • Culinary Arts Program
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