

# WORK-BASED LEARNING

## STUDENT RESUME WORKSHEET



**Directions:** Students will use this resume worksheet packet to brainstorm, gather, and organize information in order to successfully build a professional resume.

### IDENTIFYING INFORMATION

Full Legal Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

(Home) Phone: \_\_\_\_\_ (Cell) Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### PROFESSIONAL SUMMARY (FORMERLY CAREER OBJECTIVE)

A *resume summary* is a brief paragraph at the top of a resume that draws the recruiter or manager's attention to the candidate's relevant experience and competencies. Although a career objective is still acceptable, a professional summary is currently preferred.

Its primary function is to give the hiring manager a look into the candidate's area of expertise without having to inspect their entire resume. In other words, the *resume summary* gives the reader a taste of things to come. In 50 words or less, it should serve as a teaser for the rest of your resume and should make the reader want to read more.

What should you include in a summary if you do not have work experience? Start with these ideas in mind:

- 1) Academic accomplishments and leadership
- 2) Relevant interests and passions
- 3) Hard skills
- 4) Soft skills
- 5) Statements that will grab their attention and make them want to ask you questions

Example 1: Enthusiastic, highly-motivated Dental student with proven leadership capabilities, who likes to take initiative and pursue new challenges.

Example 2: Computer Science graduate who is passionate about data engineering and machine learning. Highly-capable leader, having led multiple class projects to completion. Proficient in a range of modern technologies including Python, Java and Scala.

Example 3: Resourceful Dental student with hands-on skills in performing dental examination on patients, placing special focus on determining oral / dental diseases and conditions, and providing corresponding care and advice. Competent in advising patients regarding preventative dental care and the causes and treatments of dental problems.

**Below are examples of phrases and words you could use for each section of your resume.**

**Position:** This describes the level, position, or the type of work you are seeking.

Entry Level	A Specific Title (Warehouse Associate)
Internship	The name of a field (Administrative)
First, Second, or Third Shift	Professional
Part-Time	

**Field:** This describes the career field, industry or department you are seeking.

Accounting	Human Resources
Administrative	Information Technology
Culinary Arts	Manufacturing
Customer Service	Marketing
Educational	Mechanical
Engineering	Medical
Food Service	Sales
Financial	Truck Driving
Health and Beauty	Warehouse/Industrial
Healthcare	Welding

**Skills/Experience:**

These are your most outstanding strengths and abilities. These can also be used in your **professional summary**.

Data Entry	Work Ethic
Computer Skills	Problem Solving Ability
Organizational Ability	Leadership Ability
Financial Knowledge	Persistence
Proven Success Record	Public Speaking Ability
Certifications	Accuracy
Specific Educational Background	Innovative Ideas
Results Oriented	Logical Thinking Ability
Planning Skills	Self-Starter
Specific Trade Skills	Excellent Attendance Record
Creativity	Follows Instructions
Ability to Learn Quickly	Maturity
Dependability	People Skills
Communication Skills	Enthusiasm
Highly-motivated	Observant

## PART-TIME EMPLOYMENT, SUMMER JOBS, AND VOLUNTEER WORK

As a student you probably do not have much experience directly related to your career goals. That's okay! You may have held part-time or summer jobs, and believe it or not, through those experiences you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time, demonstrating your work ethic and ability to manage your time between school and work.

### The top skills and qualities of the perfect candidate are:

- Communication Skills (verbal & written)
- Collaborative / Teamwork Skills
- Time Management Skills
- Interpersonal Skills
- Loyalty
- Motivation / Initiative / Determination
- Organizational Skills
- Problem Solving Skills
- Honesty/Integrity
- Strong Work Ethic
- Flexibility / Adaptability
- Eager to learn

**Source:** *Top 15 Skills and Qualities Employers Are Looking for in 2019, www.zipjob.com*

It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed these skills through your part-time work.

## EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. If this is your current job, use present tense. For jobs you no longer have, use past tense. Refer to page 5 for a list of common action verbs.

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date From: (Mo/YR) \_\_\_\_\_ Date To: (Mo/YR): \_\_\_\_\_

**Example:** *Sorted over 1,000 small packages each hour of operation*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date From: (Mo/YR) \_\_\_\_\_ Date To: (Mo/YR): \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Add your information to your resume to match this format. Please note that the employer is in bold.  
Completed Example:

**Fordsell Machine Product Company**

April 2019 – October 2019

30400 Ryan Rd, Warren, MI 48092

- Performed secondary processes
- Checked parts for accuracy
- Completed machine setups
- Loaded stock into machines
- Completed basic CNC training

## Action Verb List

Use action verbs to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing (current job). Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing (job you no longer have).

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

## EDUCATIONAL BACKGROUND

As a high school student, you will list the name of your high school and expected date of graduation on your resume. Generally, once you begin college or technical school, you can omit your high school information because it is assumed you have completed high school or obtained your GED. If you have taken, or are taking, college-level courses or vocational/technical training (CPC), you should list that first.

Name of school: \_\_\_\_\_

City and State of school: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

GPA (if above a 3.0) *optional*: \_\_\_\_\_

Name of school: \_\_\_\_\_

City and State of school: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

GPA (if above a 3.0) *optional*: \_\_\_\_\_

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## OTHER INFORMATION YOU CAN INCLUDE

### SKILLS

What are you trained to do? What are your talents and skills?

**Examples:**

- Adobe Illustrator
- SolidWorks
- American Medical Association CPR Certified

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## AWARDS AND ACHIEVEMENTS

Scholarships, academic and competition awards, honors, (include dates) and languages you speak fluently.

### Examples:

- Perfect Attendance Award – 2017
- Fluent in Spanish and Chaldean
- First place SkillsUSA competition – 2018
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ACTIVITIES

List any extra-curricular activities you participated in, especially if those activities demonstrate leadership abilities (sports, clubs, volunteer activities, etc.) List full name of organization, include dates, and include offices/positions you have held if applicable.

### Examples:

- Varsity Tennis Captain – 2018
- Eagle Scout – Earned Fall of 2017
- Veteran’s Day Event Volunteer – 2018
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Resume Writing Rules and Tips

- Never use pronouns such as I, me, my, etc. on your resume
- Pay careful attention to spelling, punctuation, grammar, and formatting
- Use bullet points – Never end a bullet point with punctuation
- Use action verbs to start bullet points that detail your responsibilities
- Organize information in a logical fashion – The Resume Worksheet can help you with your organization of material
- Keep descriptions clear and to the point – try to stay under 12 words
- Limit your resume to one page
- Use a simple and easy to read font – We suggest Times New Roman or Arial
- Include as much work experience as possible – even if it does not obviously relate to the job you are seeking – any job has transferable skills (i.e. computer skills, writing, speaking, customer service, etc.)
- Tailor your resume to the job you are seeking
- Be honest – don't exaggerate or lie
- Be specific and give examples – Provide numbers (i.e. Number of people supervised, amount of your operating budget, etc.) whenever possible
- Use simple, everyday language
- Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
- Use complete names of organizations instead of acronyms – an employer may not know what they acronym stands for
- Never include personal information such as SSN, age, gender, height, weight, marital status, photograph, shoe size, etc.
- Never include nonessential information (hobbies and interests that do not pertain to the job you are seeking)
- Proofread your resume carefully
- Have several other people proof read your resume