

Name: _____

Date: _____

Resume /Job Application Assignment

As a high school student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. However, high school students need resumes just as much as college students do. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Any potential employer, admissions counselor, and/or volunteer recruiter should be able to derive three (3) skills and three (3) experiences that would make you unique to the position you are applying for.

Assignment -For this assignment you will have to write a paper copy and a typed version of your résumé and successfully fill out a sample job application form.

Before starting your résumé:

1. Make a list of your skills and abilities
2. List your high school education experience, including special classes you have taken
3. List your work experience including position title, employer, dates of employment and job duties
4. List your volunteer and community activities including the name of the organization, dates of service and duties performed
5. List your references including names, relationship to you and phone numbers. (Do not use close relatives or friends your age.)

Important TIPS when composing your resume:

No more than one full page. Your high school resume should never be longer than one page.

Customize your objective. An objective lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position with Hollister."

What if you do not have any work experience? Consider listing volunteer work and/or school related experiences, such as laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume.

List your accomplishments. Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved and got things done.

Use keywords. *(Use this TIP when you're ready to submit a real resume to a real job posting.)*

Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting. (Remember to use only the qualifications/keywords that you actually possess.)

Proofread everything to make sure there are NO mistakes. It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.

Never lie on your resume. Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.

Use the Tab key, rather than the space bar, to keep things neatly aligned

Action verbs to use in your résumé:

| | | | |
|---------------|-------------|--------------|------------|
| Accommodated | Effectively | Encouraged | Performed |
| Achieved | Evaluated | Learned | Presented |
| Applied | Formed | Managed | Received |
| Assisted | Gathered | Marketed | Responded |
| Budgeted | Guided | Observed | Scheduled |
| Chaired | Illustrated | Operated | Solved |
| Combined | Implemented | Ordered | Supplied |
| Compared | Improved | Organized | Selected |
| Cooperatively | Increased | Participated | Skilled |
| Created | Experienced | Persuaded | Succeeded |
| Decided | Explored | Played | Supervised |
| Delivered | Executed | Provided | Taught |
| Developed | Established | Maintained | Utilized |
| Earned | Educated | programmed | |

Things to consider when completing your job application:

1. Indicate the name of the company you are applying to
2. Use black or blue pen
3. Write neatly and legibly
4. Complete all sections of the application or use n/a if the section does not apply to you
5. Be specific with the type of job you are seeking and your wage requirements
6. Be specific about the days and hours you are available

Have Fun 😊