

## What is a Resume?

**For Your Portfolio:** Write a quality resume.

A resume is a one- or two-page summary of education, work experience, special skills, and other activities. It introduces an applicant to a prospective employer, scholarship committee, or college admissions officer. It is a "marketing tool" that is used to "sell oneself" to these people.

A resume normally includes several sections:

Heading	Your name, address, phone number, and e-mail address (if available).
Objective	A relevant, specific statement that defines the type of position you are seeking. It can include both short- and long-term goals. If an objective is too broad, it should be omitted all together.
Education	Information about education and training. Include any special certifications.
Work Experience	Can be in a chronological order (with most recent experience first) or clustered by the types of work you have done. Include both paid and volunteer work. Include dates of employment and types of duties and tasks performed and specialized equipment used. A brief description of what the places of employment do and how many employees they have may be included.
Special Skills	Any special qualifications that may help you secure the job. May include information such as foreign languages, honors classes or programs, work-related classes or programs, special types of equipment or software you can operate, or certifications like CPR/First Aid.
Personal Strengths/ Enrichment Activities	Optional section which can include your strongest qualities, interests, extracurricular activities, or special accomplishments. (Refer to "Accomplishments and Activities" folder)
References	A list of two or three individuals who can attest to your work ethics and experiences. Be sure to get their permission. Put these on a separate page with an appropriate heading to attach to the resume. See "List of References."

Although the order of the sections of the resume is not mandated, the heading and objective should be first. Most resume readers prefer you list your Education and Work Experiences with the job title, dates of employment, the former employer's address/ phone/ fax/ e-mail/ numbers and specific responsibilities or tasks. Personal strengths/ Enrichment Activities and References (if included) should be at the end of a resume.

Other possible headings include:

Career Objective or Professional Objective	Community and Other Activities
Position Desired	Volunteer Activities
Educational Background	Related Activities
Educational Preparation	Professional and Community Activities
Special Training	Special Honors and Distinctions
Certifications, Licenses, or Certificates	Professional (or Student) Memberships
Endorsements	Accomplishments
Computer Skills	

Do not use abbreviations, except for a state two-letter designation.