

1. Complete a Resume:

- A. Write a resume that includes your current skills/abilities/experiences. Do not write a “fake” resume.
- B. It is important that you save your resume for future reference **on a flash drive and/or the cloud** (Google Docs, Drop Box etc.).

For details on how to create a resume and examples, **go to rbhs.rbhsd.org/**. Click on the Academics link, then select Career Technical Education. You will find the resume information by clicking on the Senior Portfolios & Exit Interviews found on the green box on the right side.

Components of a Resume:

Personal Information: Start your resume with your required personal information. You have the freedom to use any style you like, but remember the goal is to have a business READ your resume.

1. **ALWAYS** post your name at the top of the resume.
2. Post your address.
3. Post at least one reliable phone number.
4. Post a **professional** email address.

Resume Headings: You have the freedom to select the headings that meet your needs (not all headings are appropriate for everyone). Examples of headings are:

Objective: **Not** required - If you include one be sure it is relevant to the job to which you are applying.

Highlights, Skills, Qualifications: Provide a list of your accomplishments, talents, skills, etc.

- Be sure to use ACTION STATEMENTS – do not write in paragraph form.

Work Experience, Job History, Volunteer Work: IF you have had a past job (paid or unpaid) you should include **at least one** of these headings.

1. **Work Experience or Job History:** Post by most recent job/experience **FIRST**.
 - Use ACTION STATEMENTS to describe your experience. Businesses tend to prefer this style over the paragraph style when reviewing resumes.
2. **Volunteer Work:**
 - Describe what you did for each activity.
 - Again, action verb statements are recommended.

Education: Not required unless necessary for the job to which you are applying. If included on your resume, list your most recent school of attendance.

- An expected graduation date is optional.
- Another option is to post some of your school accomplishments and/or activities: GPA (only if above 2.7), CTE courses, clubs, sports, awards/recognitions, etc.

Sample of ACTION STATEMENTS:

- Possess a current CA Food Handler’s certificate
- Accepted cash payment and counted back accurate change
- Interacted with customers on a daily basis
- Cared for children from 2 months old to 10 years old
- Performed light housekeeping tasks