**Review of Resume Writing**

***Please read, crate your own resume and attach to this package.***

GOAL OF A RESUME

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A resume lets an employer know **who you are** and **what you have done.** They are marketing tools that give the employer an overview of your qualifications. You will have 15 seconds or less to get an employer's attention, so your resume has to be written carefully! A resume should always be **targeted** toward a **specific job or type of job**. Everything you include should be **relevant**. If you are applying for a position in supermarket as a clerk, different skills and experience will be useful than if you are applying for a job as a mechanic. The aim of your resume should be to show the employer that you are capable of doing the job and that you are the best person for the job. **A resume tells employers not only about your skills and experience, but also about your personality, attitude, and work habits**. What does this mean?

|  |  |
| --- | --- |
| If your resume is carefully written, with no mistakes  | * You pay attention to detail, are a conscientious worker, and are able to put your thoughts on paper
 |
| Skills and abilities that you emphasize on your resume  | * Shows a prospective employer your values and your knowledge about the job
 |

 |
| DO's AND DON'Ts OF RESUMES  |
| **DO*** Include your heading: name, phone number and email (address is optional)
* Tell them what you're looking for (Job Objective)
* Work history - always start with the most recent job and work backwards
* Skills
* Education / training / certificates / relevant coursework in high school
* Accomplishments
* Volunteer / community involvement
* Interests and hobbies
* Consistent layout – text correctly aligned, ***same font*** for similar titles and sections

**DON’T**

|  |  |
| --- | --- |
| * Hand-write a resume
* Age
* Marital status
* Social Insurance Number
* Race or religion
* Height, weight, etc.
 | * Long resumes – employers will not read it all
* Spelling / grammar errors
* White-out
* How much money you used to make
* How much you need money or how much you want to make
* Reasons why you left employment
 |

 |
| HEADING  |
| Start your resume with a heading! Emphasize your name by hanging the size and making it bold or capitalized:

|  |  |
| --- | --- |
| **Your Name** Address *(optional)*City, Province, Postal Code *(optional)*Home and cell numbersEmail  |  |
|   |
|  |  |  |

See the ‘DO’ section for ideas on the different categories for the body of the resume. |
| RESUME TIPS  |
| 1. Resumes need to be clear, concise, and brief
2. Job descriptions and skills should be organized in point form. Begin each phrase with action words. Each point should give the employer new information.

|  |  |
| --- | --- |
| **Landscaping*** + Planted and pruned trees and shrubs
	+ Mowed, watered, and maintained lawns
	+ Operated hand and power tools
 |  |
|    |
|  |  |  |

1. Tailor your skills/qualifications to the job you are applying for
2. Research the company and position you are applying for. This tells what you should put in your resume and shows the employer you are really interested
3. Only include skills that are relevant to the job – surfing the internet, video games and socializing with friends are generally not appealing ‘skills’ to an employer
4. Spell out words in full. For example, use "Street" not "St.".
5. To be sure there are no spelling, grammar, or punctuation errors, have someone look over your resume. Do not rely on the spell check on the computer.
6. It is generally accepted to put "References Available Upon Request", instead of listing the references in full on the resume. However, it is important to have references ready. Do not use someone as a reference when you have not asked his or her permission!
7. Use a Microsoft Word resume template – the template tells you what to write, you write it, and the program formats it for you!
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***Return your completed WEX Pre-Placement Package to Ms. Faedo in Room C104***

**First Name Last Name**

6 Elm Avenue, Vancouver, BC *(optional)*

Home: 111.111.1111

Cell: 766.444.4444

Email: petals@flowershop.com

**OBJECTIVE**

To obtain a part-time position in a retail store that sells music, books or sporting supplies

**EDUCATION**

Woodrow Wilson High School, Vancouver, BC 2005 – Present

Coursework includes: Chemistry 11, Biology 11, Pre-Calculus Mathematics 11

**AWARDS AND HONORS**

National Honor Society: Fall 2005, Fall 2006 and Spring 2008

Middle School Academic Honor Roll: 2002, 2003

Perfect Attendance 2006

**WORK EXPERIENCE**

Franklin's Lawn & Garden Services, Vancouver, BC 2004 – Present

* Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly
* Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly
* Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Vancouver, BC Summer 2007

* Restocked condiments, napkins and maintained a clean counter
* Provided great customer service in a busy environment
* Operated cash register, POS and 'Frequent Guest’ card system

**VOLUNTEER & COMMUNITY**

Big Kids Society - 10 hours of volunteer service per month 2005 – Present

Library Reading Program - 2 hours monthly 2004 – 2005

5K Walk with family October 2004, 2005, 2006

**INTERESTS & SKILLS**

Community Basketball League – Most Improved Player Award 2001

Bass Guitar – Indoor Marching Band 2nd Place Tournament of Bands 2008

Proficient with Microsoft Word, Excel, and PowerPoint

**REFERENCES AVAILABLE UPON REQUEST**