

## RESUME ACTIVITY

### Goal of Activity:

Completing a resume and keeping it up-to-date is very important to you as you continue to progress in your career area. The resume is a personal data sheet which summarizes the important facts about you. It provides potential employers with a favorable overview of you and your job qualifications. The facts which you include on your resume can help an employer determine whether or not to hire you. Your resume should be designed to get and hold the attention of an employer. Your resume represents a very important produce-you! In one or two neatly prepared written pages, it presents a clear and well-organized statement of your abilities, qualifications, accomplishments and future job aspirations and goals.

A well-prepared resume will be helpful to you in a number of ways. **First**, it helps you feel more confident by making you aware of your own qualifications and skills. **Second**, having a resume prepared will help you complete a job application quickly and accurately. **Third**, a resume shows potential employers that you are organized, prepared and serious about wanting a job.

Some of you may already have a resume. If you do just update it and hand in the one you have. If not and you don't have a clue as to what one is, here is a guide line and example of the information you should put in a resume.

It doesn't need to be in this order. Try to **limit it to one page**.

Step 1 --Contact Information

Step 4 --Work Experience

Step 2 --Objective

Step 5 --Summary of Qualifications

Step 3 --Education

Step 6 --Activities and Achievements

Step 7 -References

**EXAMPLE ON THE BACK**

**Finally**, a well-prepared resume will help you answer questions which may come up during a job interview. A good resume may even get you the interview.

Even though you may not be looking for a new job currently, keeping your resume up-to-date is important. As better job opportunities come up, or if you decide to relocate after you finish school, a current resume will come in handy. The experience you have gained as a cooperative work experience student should prove to be a positive addition to your resume. To future employers, the work experience you gained through your high school work coop program will be an important factor.

The purpose of this work activity is to provide you with a better understanding of resumes and to help you develop an up-to-date resume highlighting your most recent experience and training.

Many resumes have gone to an electronic format. For the purpose of this activity you will only need to hand in a hard copy. It would be a good idea to keep your resume on a disc or on your hard drive.

## RESUME

Stephanie Barker  
900 Abbott Lane  
Salamatoff, Alaska 99602

Soc. Sec. No. 564-48-4179  
Telephone (907) 951-6235

### **Job and Career Objectives:**

Currently seeking a position in fashion merchandising sales which would lead to a future position as a fashion coordinator or buyer.

### **Education and Training:**

School: Salamatoff High School      2003-2007  
Relevant Courses Taken: General Business, Computer Applications, Marketing,  
Accounting, Fashion Merchandising

### **Previous Work Experience:**

Job Title: Sales  
Date Employed: September 7, 2000 to August 1, 2004  
Company: Wanda's Fabrics      Nikiski, Alaska  
Duties: Responsible for greeting customers, completing sales, operating cash register

Job Title: Sales  
Date Employed: August 20, 2004 to present  
Company: John's Polar Fleece  
Duties: Designing jackets and coats, ordering material, making polar fleece  
outer wear

### **Extracurricular Activities:**

Secretary, Salamatoff Skills USA Chapter  
Active in church Youth Fellowship Program  
Member of cross country running team

### **Honors and Special Achievements:**

Second place, state Skills USA, Job Skill Demonstration  
Rotary student of the month  
Student of the month for Fashion Design

### **Personal References:**

Mrs. Wanda Slack Sales Manager Wanda's Fabrics 212 Chestnut Lane Salamatoff, Ak. 99602 (907) 951-3304	Dr. William Johnston Vice-Principal Salamatoff High School 4578 Canyon Boulevard Salamatoff, Ak. 99602 (907) 951-4532	Ms. Diana Gardner Skills USA Advisor Salamatoff High School 4578 Canyon Boulevard Salamatoff, Ak. 99602 (907) 951-4532
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Other references available upon request.

