**OBJECTIVE:** To write a current resume and cover letter for a potential job.

**Prewriting:** Use this outline to help with writing your resume.

**NOTE:** If any line does NOT apply to you or your history, type **N/A** for “Not Applicable.”

**\*Teachers - feel free to change the fields/color-coding for your students.**

**See the last page for Resumé assignment guidelines.**

**Color-coded:**  ………… = REQUIRED to fill out

 ………… = Fill out ONLY if it applies to you

 ………… = VOCATIONAL STUDENTS ONLY

|  |  |
| --- | --- |
| **What are your goals for after high school? (Objective)** |  |
| **What are your goals for after college? (Long-term Objective)** |  |
| **Full Name** |  |
| **Address** |  |
| **Cell Phone** |  |
| **Home Phone** |  |
| **Email** |  |
| **Website** **(if you have one)** |  |
| **LinkedIn.com Profile url** |  |
| **High School** | Your High School |
| **H.S. address** | Street, City, Zip |
| **Years attended** | 4 |
| **Course of study** | College Prep (or) Vocational |
| **Degree** | High School diploma |
| **GPA & Class Rank (of #)** |  |
| **Special skills learned** |  |
| **Sports (List all sports and # of years from grades 9-12; MUST have completed the entire season to count)** |  |
| **Extracurricular Activities (List all for grades 9-12 and the # of years you participated)** |  |
| **Awards/Honors** |  |
| **Certificates or licenses & year obtained** |  |
| **Other School & Address (skip if you did not go to another high school)** |  |
| **Years attended** | From to |
| **Vocational School Name & Address** | Your Vocational Career CenterStreet, City, Zip |
| **Years attended** | From to |
| **Area of study** |  |
| **GPA** |  |
| **Special Skills Learned** |  |
| **Job #1** **(Most recent)** **Position/Title** |  |
| **Employer** |  |
| **Address** |  |
| **Dates Employed** | From to |
| **Phone** |  |
| **Duties & Responsibilities** |  |
| **Special skills learned (List any skills such as: software/applications, coding, machine operation, communication, customer service, cash register, accounting, etc.)** |  |
| **Special projects or accomplishments** |  |
| **Job #2** **(2nd most recent)** **Position/Title** |  |
| **Employer** |  |
| **Address** |  |
| **Dates Employed** | From to  |
| **Phone** |  |
| **Duties & Responsibilities** |  |
| **Special skills learned (see examples for Job #1)** |  |
| **Special projects or accomplishments** |  |
| **Job #3** **Position/Title** |  |
| **Employer** |  |
| **Address** |  |
| **Dates Employed** | From to  |
| **Phone** |  |
| **Duties & Responsibilities** |  |
| **Special skills learned (see examples for Job #1)** |  |
| **Special projects or accomplishments** |  |
| **Volunteer Work** **#1 Example (Most Recent)** **Position/Title** |  |
| **Organization/Business** |  |
| **Address** |  |
| **Dates Volunteered** | From to |
| **Duties** |  |
| **Computer or other on-the-job skills** |  |
| **Other Work-Related Skills** |  |
| **Reference #1 Name****(Non-family member)** |  |
| **Job title** |  |
| **Employer** |  |
| **Phone** |  |
| **Address** |  |
| **Email** |  |
| **How long have you known this person?** |  |
| **Permission to use as reference?** | • Yes• No |
| **Reference #2 Name****(Non-family member)** |  |
| **Job title** |  |
| **Employer** |  |
| **Phone** |  |
| **Address** |  |
| **Email** |  |
| **How long have you known this person?** |  |
| **Permission to use as reference?** | • Yes• No |
| **Reference #3 Name****(Non-family member)** |  |
| **Job title** |  |
| **Employer** |  |
| **Phone** |  |
| **Address** |  |
| **Email** |  |
| **How long have you known this person?** |  |
| **Permission to use as reference?** | • Yes• No |

**RESUMÉ REQUIREMENTS:**

-Must be ONE PAGE only

-Use ONLY high school education & experience; don’t go back any further than

 9th grade

-Start at the top with YOUR NAME & Contact Information

-Educational experience should be listed first

-Begin with the MOST RECENT school (Black Hawk/Sauk listed first, then EHS)

-List special skills that you’ve learned that an employer would be interested in (computer, technical, vocational)

-Include degree (May 2015), honors, awards, etc.

-Job Experience listed next

 -MOST RECENT first

 -Duties/skills/responsibilities

-Volunteer work next

 -MOST RECENT first

 -Duties/skills/responsibilities

-Extra-Curriculars & Organizations listed next

 -MOST RECENT first

 -Activities, duties/skills/responsibilities

-References should be LAST

 -Name, title, and contact info (address, phone, email)

 -Use columns or a table in order to fit them on one page

-Emphasize your name (Bold, larger font) so it stands out

-Use special headings for each category (bolded font)

-Try to limit the text to 2 different fonts & be consistent with their use

-Should be pleasing to the eye

-NO ERRORS! Run spell check, read it aloud, have others look it over

**GRADING:**

-Worth 100 points

-Graded on Organization (and neatness), Mechanics/Grammar, Focus, Consistency, Style

-Due: Friday 12/18/20