* Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement (just like the Nike swoosh or McDonald’s arches) that will get you an interview. The resume should be a concise, factual, and positive listing of your education, employment history, and accomplishments.
* Make sure your resume is PERFECT! It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth comb.
* Limit your resume to one page. Only people with a great deal of related experience should have resumes longer than one page.
* One inch margins around the page and spacing between sections will make all the information easier to read. Use a 10-point font size minimum and avoid overuse of italics, bold, and underlining.
* Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom. Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted. List only recent honors and awards unless they are specifically relevant to the position for which you are applying.
* Present your job objective in a manner that relates both to the company and the job description.
* Sell yourself! Create a good first impression by highlighting skills and abilities appropriate to the position. If you don’t sell yourself, your resume will stay in the pile with all of the others. Separate yourself!
* Tell the truth and nothing but the truth! Employers will pick up on “little” white lies when they interview you.
* Choose your words carefully. In a resume, you need to sound positive and confident, neither too aggressive nor overly modest. Do not use “I.” Each description of your responsibilities should begin with a verb.

The following words and phrases are intended as suggestions for thinking about your experience and abilities:

**MANAGING**

accomplished analyzed attained conducted consolidated contacted coordinated developed directed established evaluated exceeded headed improved increased initiated organized oversaw planned prioritized produced scheduled strengthened trimmed

**RESEARCHING**

collected consulted evaluated examined experimented identified inspected interpreted interviewed investigated obtained organized reviewed searched summarized surveyed

**TECHNICAL**

assembled built calculated computed configured designed determined devised eliminated enhanced fabricated installed maintained operated overhauled programmed reduced refined remodeled repaired retrieved solved trained upgraded

**TEACHING**

advised clarified coached communicated coordinated corrected developed enabled encouraged evaluated explained guided informed initiated instructed persuaded

set goals trained

**CLERICAL**

approved arranged catalogued classified collected compared compiled completed distributed enlarged implemented inspected monitored operated organized prepared processed recorded retrieved screened specified sorted tabulated validated

**HELPING**

assisted clarified coached counseled demonstrated educated guided motivated referred supported

**COMMUNICATING**

addressed arranged convinced corresponded developed directed drafted edited enlisted influenced interpreted negotiated participated persuaded presented promoted proposed related secured sold spoke translated wrote

**CREATING**

acted conceived created customized designed developed established fashioned illustrated improved initiated introduced invented originated performed planned redesigned reshaped revitalized shaped

*Adapted and revised from The Resume Workbook for High School Students,* Yana Parker, © 2001