



Early Childhood Professions I Virtual Learning

# Resume Writing

April 30, 2020



## ECPI

Lesson: April 30. 2020

Objective: Student will be able to create a resume.

Standard: 4.1.5

Activity & Directions: Read through the slides and then create your own resume. Use this tool to help you recognize your strengths <https://agilities.org/awp>. Here are some [sample resumes](#).

The only place  
where success  
comes before  
work is in the  
dictionary.

Donald Kendall

QuotePixel.com

# Introduction to Resumes

Ambition  
is the first  
step to  
success.  
The second  
step is  
action.

kushandwisdom.tumblr.com

IF YOU  
DON'T BUILD  
YOUR OWN  
DREAM,  
SOMEONE  
ELSE WILL  
HIRE YOU TO  
HELP THEM  
BUILD THEIRS.

KUSHANDWISDOM.TUMBLR

“Putting your best foot forward.”

THE HUSTLE  
IS WHAT DREAMS  
ARE MADE OF.

@HBRMETHOD

# WHAT IS A RESUME?

A Personal Brand

**JOHN DOE**  
Full Address • City, State, ZIP • Phone Number • E-mail

---

**OBJECTIVE:** Design apparel plans for an innovative retail company

**EDUCATION:**

**UNIVERSITY OF MINNESOTA** City, State  
May 2011  
College of Design

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.85, Dean's List
- Transcendental Ranger Scholarship

**WORK EXPERIENCE:**

**AMERICAN SALES** City, State  
July 2009 - present  
Sales Associate

- Collaborated with the store merchandise creating displays to attract clientele
- Visited local businesses to meet customers at their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Processed shipment to increase my product knowledge

**PLAYED BEACH** City, State  
Aug. 2008 - present  
Spa Consultant

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single-handedly running all opening procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee-of-the-month award twice

**HEARTS & SALES** City, State  
May 2009 - Aug. 2009  
Sales Associate

- Stocked sales floor with hot fashion inventory
- Marketed dress sales allowing me to use successful sales tactics in a retail market
- Offered advice and assistance to each guest

**VICTORIA'S SECRET** City, State  
Jan. 2008 - Oct. 2008  
Fashion Representative

- Applied my leadership skills by assisting in the training of associates
- Set up mannequins and displays in order to entice future customers
- Provided in-store customer service by helping with customer decisions
- Took seasonal inventory

**NON-INTER EXPERIENCE:**

**TARGET CORPORATION** City, State  
August 2009  
Brand Ambassador

- Represented Promoteo Marketing and Target Inc. at a college event
- Traveled University of Minnesota facilities in the Target brand experiment

# RESUME TIPS

**Make an Outline.** Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them.

**Include Informal Work Experience.** If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money.

**Include All Your Activities.** Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life which show you have the right character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

# RESUME TIPS

**Promote Your Attitude and Performance.** Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience. If you have perfect or near perfect attendance and are punctual for school and other commitments, you might include language like "Compiled a perfect (or near perfect) record for attendance" when describing an experience. If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

**Mention Your Achievements.** Employers look for staff who have a history of making positive contributions. Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

# RESUME TIPS

**Include Resume Skills.** It's always a good idea to include skills related to the jobs for which you are applying. You probably have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering.

**Use Action Verbs.** Use active language when describing your experiences so you are portrayed in a dynamic way. Start the phrases in your descriptions with [action verbs](#) like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.

**Keep it Short.** Your resume doesn't need to be any longer than a page.

**Include Your Name and Contact Information.** Make sure the employer knows how to get in touch with you.

**List experience from most recent to least recent.** In other words, list your most current job and then list past jobs in order from most recent to least recent.

**Proofread Your Draft.** Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume.