

## 1. All About You

- A. Discern Your Skills, Talents, and Abilities (Note: talking to people about yourself, taking some assessments, and other self-discovery activities may help you with this section.)
  - What do you do best?
  - What are some of your favorite activities?
  - What does your family brag about you?
  - What types of things do you do for your family?
  - What types of things do you do for your friends?
  - What are your best subjects at school? Why?
  - What awards have you won?
  - What honors have you received?
- B. Education and Training
  - List high school and all training (most recent first)
  - Identify certifications, honors, awards
- C. Experience/Work History
  - List all work experience, paid or not (most recent first)
  - Include any jobs working for family business
  - Include part-time and summer jobs
  - List any entrepreneurial experience and odd jobs

## 2. Identify Resume Goal and Conduct Research

- A. Job -- research job descriptions, requirements, skills, etc.
- B. Education/Scholarship -- research requirements, values, etc.

## 3. Associate Yourself to Resume Goal

- Demonstrate abilities, skills, and strengths through specific examples
- Focus on accomplishments
- Use action verbs
- Quantify whenever possible

## 4. Develop Summary/Profile and Job Objective (Optional, but Recommended)

- Summary should be brief list (up to five) of attributes that make you perfect candidate -- shows your unique characteristics
- Summary statements must be supported by material in body of resume
- Job objective should be one short line identifying your goal. ([Learn more about job objectives.](#))

## 5. Assemble Your Resume

- A. Develop resume
  - Name and Contact Information
  - Summary and/or Objective
  - Education and Training
  - Honors and Distinctions/Awards
  - Experience/Work History
  - Skills
  - Activities/Volunteering/Community Service
- B. Spellcheck and proofread
- C. Ask for feedback