



**Session: Resumes (Job Seeking)**

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Excerpts from: [Rachel Weber](#), Presenter at Rachel Weber as published in Career, Spiritual, Technology (slideshare.net)

**Creating a Resume**

WHY DO I NEED A RESUME? • Preparing a resume shows employers that you've invested time putting it together (this shows them you'll be a good worker!) • A resume is a great way to show off your knowledge, education, experience, and talents • Most employers will require you to have a resume in order to be considered for the job.

WHAT IF I DON'T HAVE ANY WORK EXPERIENCE? Don't get discouraged! Experience doesn't only have to come from work. Employers look for skills and abilities in addition to experience when hiring. These skills and abilities can also come from..... Extra- School Curricular Activities (i.e. The Gentlemen's Club).

OKAY, SO WHAT ARE MY SKILLS? "Job – Specific" Skills "Good Worker" Skills. These are things that are traits that make you an attractive employee. For example, • Hard worker • Punctual can type, use a computer, cash register. and other types of equipment. • Ability to follow directions. These are skills that can make you successful in many different types of careers.

PUTTING YOUR RESUME TOGETHER- Parts of the Resume Contact Information-Right at the top of your resume. Make sure you give a good phone number, where you can be reached. Use your mailing address. Next: A Summary of Your Accomplishments....DESCRIBE YOURSELF! Summary of Skills and Abilities: • Skilled at using Microsoft Word, PowerPoint, and Outlook • Outgoing, helpful personality • Punctual

NEXT YOUR EXPERIENCE: Volunteer community center. developed Facebook fan page to share information to club membership and school community Sold \$1,000 in tickets for annual School pageant.

FINALLY-HONORS OR AWARDS: Basketball and Football Lettermen. Voted MVP or Most Improved Scholar Athlete during school year.

WHAT IF...I haven't really been active in any clubs at school? Think about other groups you may have belonged to. My grades aren't that good. Do I have to list my GPA? You don't have to list your GPA but if you are still in school your prospective employer might ask for it. Start getting tutoring help now. Your effort will show a potential employer that you are willing to do extra work to improve. If you're looking for work now, try and find some groups, clubs, extracurricular activities or volunteer opportunities...it's never too late to add to your experience

**Example Resume on page 2.**



## **Reginald X. Sample**

1111 Seawall Blvd - Galveston, TX 77540

Home: 111.111.1111 Cell: 409.555.4444

Reg.XSample@myMail.com

### **SUMMARY**

Honor roll school student with a passion for working with children. Extensive experience working with youth of a variety of ages. Praised and awarded for organizational skills and ability to develop safe, fun environment for children.

### **EDUCATION**

Central Middle School, Galveston, TX

High School Diploma anticipated in May 2021

GPA 3.86, honor roll each semester

Electives: Screen printing, Culture & Foods, Independent Living, Family Advocacy

Activities: Wind Ensemble, Stage Crew

### **VOLUNTEER & COMMUNITY SERVICE**

UMTB Hospital, Galveston, TX

*Pediatric Ward Volunteer*

Fall 2016 - present

- Develop and implement activities to entertain patients ages 5-15, including arts and crafts activities and theater workshops
- Perform administrative work and run errands for pediatric staff
- Received Volunteer-of-the-Summer award for critical role in developing a theater program for patients

Moody Recreation Center, City of Galveston *Counselor in Training (CIT)*

Summer 2016

- Led arts, crafts, sports, games, camping and hobby workshops for groups of 8-10 year olds
- Monitored groups of up to seven children on weekly field trips to the zoo, water parks and on walking tours
- Co-wrote and co-directed summer play performed by 15 campers
- Ensure campers were dropped off and picked up safely

**References will be furnished upon request**