

Resume Writing Directions Using Microsoft Word Template

- Go to Microsoft Word
- Click New Item, Resume Templates
- Select Your Desired Template
- There are 100+ templates to select from. The **Balanced Resume (Modern Design) Template** is the newest format recommended by HR Recruiters as it highlights your skills first followed by your experience, education, and activities.

Pro Tip: Once you have selected your template, immediately click File, Save As, and enter your first last name and save to your computer or flash drive. Otherwise you will edit the template and your information will not save!

- Enter your personal information in place of the template information
- In Home Address, make sure TN is capitalized!
- Use your cell phone and home phone
- Email address must be professional... no HelloKitty @Gmail.com...
- First Name, Middle Initial, and Last Name
- Modify education dates to represent the years you have been in college and the year you will graduate. Include your major/minor or your program of study and related course work.
- Most students are in school to start a new career, or enter their career of choice for the first time. If this is the case, then I suggest using the **Skills and Abilities** Format.

Pro Tip: Consider the personal, workplace, and technical skills included in the SkillsUSA framework. Do you possess any of these skills? If so, what evidence can you provide to demonstrate that you have these skills?

The screenshot shows a resume template with the following sections:

- Personal Information:** Fields for First Name, Last Name, Address, Phone, Email, LinkedIn Profile, and Twitter/Blog/Portfolio.
- Summary:** A placeholder for a career objective or keywords.
- Skills:** A section with bullet points for listing strengths relevant to the role and general strengths.
- Experience:** Two entries, each with a date range (DATES FROM - TO), a job title/company/location, and a description of responsibilities and achievements.
- Education:** Two entries, each with a date range (MONTH YEAR), a degree title/school/location, and a note about including GPA, awards, and honors.
- Activities:** A section for highlighting passions, volunteer experiences, and other relevant activities.

SKILLS & ABILITIES

Management

- Developed and implemented new fundraising program for social fraternity, which brought in more than \$1,500 for local charity.
- Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.
- Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.
- Managed chapter house finances for two years, including collecting dues and paying bills.

Sales

- Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.
- Organized and implemented advertising promotion which increased number of advertisers by 45%.

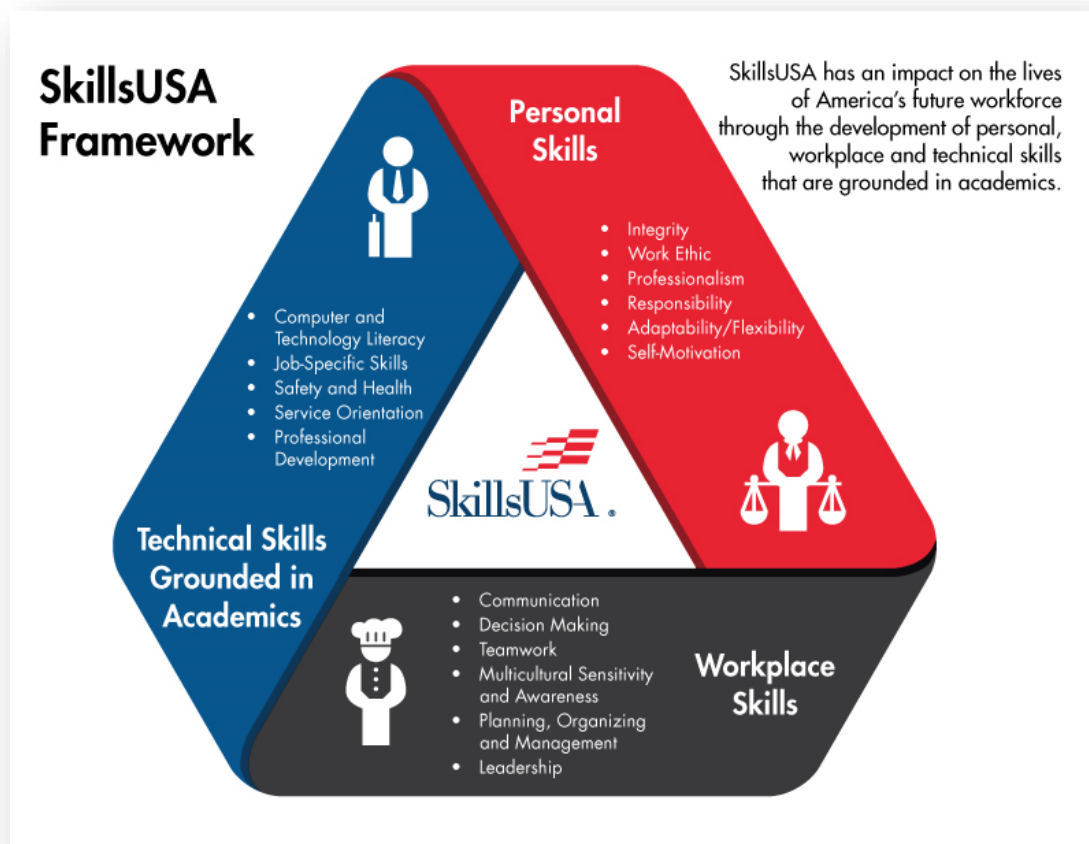
Communication

- Presented monthly financial reports to chapter members and quarterly reports to national headquarters.

Leadership

- Served as fraternity president, business manager, and social chairman.
- Named to Organization name.

EXPERIENCE



The next section is where you will highlight your **EXPERIENCE**. If you do not have any work experience, highlight your volunteer experience, extra-curricular organizations, etc.

- Start off each bullet regarding details of your position with an action verb such as (**Operate, Assist, Organize, Process, etc...**) Use past tense for previous experience and present tense for current experience.
- Include at least two bullets per job (Do not repeat the EXACT information for each job position)
- Include your supervisor/manager Name (Mrs. Joan Smith) and their phone number at the business/organization (If you don't know this information, do some investigating to find out spelling of names and correct contact person!)
- Include all club offices held, activities, competitions, community service that you have been involved with. If you have received awards, include those in this section as well.

Pro Tip: For references, select three adults who you are not related to that are respected professionals. This can include teachers, coaches, pastors; parents of friends who are professional adults. Use their correct job title, place of employment, phone number, and ASK the reference if you can use them on your resume so they are prepared when an employer contacts them!

*Once you have completed your resume, do a spelling/grammar check with the computer and read it again yourself to make sure you do not have any grammatical errors.

To take your resume to the next level, watch this video on Five Tips for Creating A Resume That Will Get Noticed!

<https://www.youtube.com/watch?v=WATpBoVprRk>

What Are the Five Tips You Learned From This Video, and How Will You Apply It To Creating Your Resume?

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____