



# What Should Your Resume Include?

Every resume should help your potential employer decide if you have the skills and experience they need to perform a specific role. It is not uncommon to have many versions of your resume, and to tailor your resume for different job applications. Formatting and spelling are important! And, unless you have been working for decades, your resume should never be more than one page long.

## Sample Resume Format

Your full name

Street address

Phone number

Email (try to use an email that is closely associated with your name, like [jdoe@gmail.com](mailto:jdoe@gmail.com). Avoid using something silly or unprofessional, like [nyknicksfan@gmail.com](mailto:nyknicksfan@gmail.com) or [sparkleprincess123@yahoo.com](mailto:sparkleprincess123@yahoo.com) )

### Education

The name of your high school/college or university

Years of attendance (20XX- 20XX) or your expected graduation date

### Experience

Job 1

20XX – Month/Year you ended working there or, if still working there, you can write 20XX - Present

- List specific skills or tasks you performed so that the person reviewing your resume has a good idea of what your work experience involved.

**Tip:** List jobs in backwards chronological order, with the most recent position first.

### Volunteer Experience

- Always mention volunteer activity, especially if you haven't had a lot of work experience.

### Interests / Activities

- List any extracurricular activities you participate in, like a sports team, interesting hobbies (like photography, or video editing), etc.

### Achievements

- Are you part of an honors society at school? Do you have any training certificates or have you won any prizes that might be interesting and relevant?

### Skills

- List any software you know how to use that may be relevant to the job you are applying for, such as Microsoft Office Suite. Think about what skills your potential employer might be looking for that you possess.
- If you don't have a lot of technical skills, you can also use words and phrases like the following: Leader, Adaptive, Flexible, Positive attitude, Energetic, Good people and communication skills, Team-player, Independent.
- List a language that you know! Being multilingual is a huge asset that a lot of employers look for.



# Resume Worksheet

Take a shot at writing up your resume.

Your full name:

Street address:

Phone number:

Email:

## Education

High School/University:

Years of attendance/Graduation:

## Experience

### Job 1:

Dates of employment:

- 
- 

### Job 2:

Dates of employment:

- 
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## Volunteer Experience

- 
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## Interests / Activities

- 
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## Achievements

- 
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## Skills

- 
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# Interview Dos and Don'ts

Remember that an interview is a two-way street. The potential employer is trying to learn about you – but you are also trying to learn about them and whether or not you would want to work there!

**Here are some questions that you can expect to hear in an interview. Practice your answers to them.**

- Can you tell me a little about yourself?
- What are your strengths?
- What are your weaknesses?
- How would you handle a difficult situation, such as working with someone you don't particularly like?
- What are your salary/hourly pay requirements?
- Do you have any questions about my job or company?

**Here are some questions that employers are NOT allowed to ask you in an interview (If you are hired, you may be asked to give this information to their HR department). If you are asked one of these questions, it is your legal right to tell the employer that you would prefer not to answer:**

- What is your race?
- What is your religion/ what church do you attend/ what are your religious holidays?
- Are you male or female?
- How old are you/what's your birthday?
- Have you ever been arrested/convicted of a felony?
- Are you a U.S. citizen/Where were you born/Your name is really interesting – where are you originally from?
- Do you have any children/Have you been or are you married/Do you plan on having children any time soon?
- Were you ever in the military?
- Do you have any disabilities or physical impairments?
- Can you give me a photo of yourself to accompany this application?