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4-H YOUTH DEVELOPMENT

RESUME 101

WHAT IS A RESUME?

- × A RESUME IS A SELLING TOOL THAT OUTLINES YOUR EXPERIENCE, EDUCATION AND SKILLS.
 - + ADVERTISEMENT: PRODUCT IS YOU!
 - + PURPOSE: GET AN INTERVIEW!
 - + ENTICING: READER WANTS TO PICK IT UP AN READ IT!

TIPS

- × FOCUS ON YOUR FUTURE.
- × THIS IS NOT A TELL ALL STORY.
- × WRITE ABOUT YOUR ACHIEVEMENTS.
- × BE HONEST, YET CREATIVE.
- × STAY FOCUSED ON THE PURPOSE.
- × USE DESCRIPTIVE WORDS.

HEADING

- × NAME

 - + UPPER MIDDLE OR UPPER RIGHT

- × ADDRESS

 - + STREET ADDRESS

- × PHONE NUMBER

 - + CELL AND HOME

- × EMAIL ADDRESS

 - + DEMONSTRATES THAT YOU ARE COMPUTER SAVY.

- × WEB ADDRESS

 - + MYSPACE

 - + FACEBOOK

OBJECTIVE AND SUMMARY

- × AN OBJECTIVE IS AN INTRODUCTION THAT TELLS THE EMPLOYER HOW YOU WILL BE OF VALUE TO THEIR ORGANIZATION.
 - + TELL WHAT POSITION YOU ARE APPLYING FOR.
 - + SHORT AND POWERFUL.
 - + IS IT NEEDED?
- × A SUMMARY TELLS WHY YOU ARE THE RIGHT CANDIDATE FOR THE JOB.
 - + HIGHLIGHTS ACCOMPLISHMENTS, TALENTS, AND QUALITIES.
 - + TAILOR THE SUMMARY TO THE EMPLOYERS NEEDS.
 - + IS IT NEEDED?

CHRONOLOGICAL RESUME

- × A CHRONOLOGICAL RESUME LISTS JOBS TITLES, PLACES OF EMPLOYMENT, AND EDUCATION IN CHRONOLOGICAL ORDER.

NAME

OBJECTIVE

EXPERIENCE

EDUCATION

SKILLS/CAREER HIGHLIGHTS/SPECIAL
RECOGNITION/COMMUNITY SERVICE

FUNCTIONAL RESUME

- × A FUNCTIONAL RESUME IS ORGANIZED ACCORDING TO SKILLS AND ACCOMPLISHMENTS.

NAME

OBJECTIVE

QUALIFICATIONS/SKILLS

ACCOMPLISHMENTS

EXPERIENCE

EDUCATION

SPECIAL RECOGNITION/COMMUNITY SERVICE

REFERENCES

- × SUSAN IRELAND RESUMES
- × JOB STAR RESUME GUIDE
- × ROCKPORT INSTITUTE