WRITING YOUR RESUME

It can be hard to get started on writing a resume if you're a high school student without much - or any - work experience. Keep in mind that you may have more information than you think to put on your resume. Even if you don't have formal work experience, you can include other types of work like baby sitting or lawn mowing and volunteer experiences.

Also, remember that your resume is a working document. It should always be changing with your increasing experience, and can even change with each application you submit. Your resume should reflect YOU and YOUR interesting life.

First, let's break down the information you will need to start building the outline of your soon-to-be resume!

1. Your name and contact information
- Make your name stand out
- Give all possible contact information

2. Education
- Give all highlighting information
- Phase old information out as you get older
- Always remember chronological order - starting with the most recent and working backward

3. Academic Honors /Activities
- List anything that you have been doing for a long time, and state the years you have been involved
- Mention any experiences relevant to what you are applying for
- (HEY! This looks like an awesome place to put your 4-H years of involvement!)
- Always remember chronological order - starting with the most recent and working backward

4. Work Experience
- This section can get tricky, but make sure to keep everything in chronological order.
- Be consistent. If you bold your title on one bullet point - bold all titles. If you italicize the location of your job - italicize all locations.
- Generic Format:

Job title, **Company/place where you worked**, year that you started and ended
  - Description of duties
  - Description of duties…add as many as you need without being too wordy
- As you gain more work experience, start to eliminate childhood jobs unless they relate to the application you are completing.

5. Volunteer experience
- A great place to put relevant 4-H events you have worked! ☺
- Keep it chronological, of course.

6. Skills

- Any skill you think may put you at the top of the applicant list (ex: Microsoft office, social media experience, photoshop)
- Also consider any programs that may be necessary for the the job or position you are looking to fill. (ex: a 4-H agent needs to know 4-H plus/online. On the other hand, a computer expert may have a program he/she needs to be familiar with).

7. References

- If you have too much information on your resume that it spills onto another page, put your reference on a separate sheet of paper.
- Make sure you have talked to your reference before you put them on your resume. You want to be SURE they will give you a good recommendation.
- Include multiple ways your references can be contacted, if possible.
- After the name of your reference, put their job title.

Helpful hints:

- If you need more room on your resume, make the margins small on all sides. It gives you more room while keeping everything on the same page.
- Be short and concise with your job descriptions. Wordy is not a good thing with resumes.
- Use interesting words that you understand. There are some great action verbs out there!
- Be honest.
- Use 10 or 12 point, legible font.
- Proofread, proofread, and proofread!

Make your resume *POP!*

- "Decorate" your resume, but do not make it too distracting.
    - Maybe highlight your name by making it a different color.
    - Put a wavy line under your contact information - make it stand out from the rest!
    - Make it your own! You want your resume to reflect YOU!
- Feel free to use a non-distracting colored paper (ex: ivory)

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