



# YOUR RESUME

## A First Draft

*We will be putting together a first draft of your resume. Here's what I want you to do ...*

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### BEFORE YOU START WRITING

- (1) Review the **resume example**. Use it as a starting point.
- (2) Think about **employability skills** that you possess ... skills that employers are looking for (this is especially important for high school students who may not have a lot of work experience).
- (3) Look at the **resume tips**. Some of this may help as you write.

### WHEN YOU BEGIN WRITING

- (1) Start with a **blank page** in Word. Click "No Spacing" from the menu bar at the top. Use Times New Roman, 12pt font.
- (2) Follow the resume example and **start typing** your information. Try to keep your information to 1 page.
- (3) Use the **resume building blocks** packet and other resources to help you fill in the information.