

Resume Guide

HEADING:

- Should be clear and easily read, with your most current name, address, phone number, and other contact information (see models for ideas)
- Your name should be made to stand out in some way (bold-face, underline, etc.)

EDUCATION:

- You don't need to put anything here besides your high school information. You can put either Northampton High School, or The Florence Learning Center. The addresses are:
 - **Northampton High School**, 380 Elm St., Northampton, MA
 - **The Florence Learning Center**, 140 Pine St., Florence, MA
- Follow your school information with your expected graduation date

WORK EXPERIENCE:

- Enter your Jobs following this format:
 - **Job Title** (clerk, Teacher, counselor, driver, etc.), Company, address (town and state), Dates (from ___ to ___ - if still employed, write, "start date ___ - present").
- You should include an entry for any position you've occupied for which you were paid (and where you would feel comfortable having someone call and ask about you)
- Beneath each job heading, create indented, bulleted entries that explain (in ways that make the most of the experiences) what your responsibilities were at this job
- Use direct, "action" verbs in your descriptions of your responsibilities, such as:
 - Handled..., worked..., dealt with..., called..., ordered...,And not indirect or "passive" verbs like:
 - Was responsible..., would..., had to..., etc.
- Start with the most recent, and work backwards as you go down the page (this goes for all Resume entries)

VOLUNTEER / COMMUNITY EXPERIENCE:

- Think of **anything** that you have done in your community (however small) that you might be able to apply here. Employers look kindly on community involvement and volunteer work because it shows a commitment on your part to something besides a paycheck.
- These are listed in the same way as the Work Experience above...

PERSONAL INTERESTS:

- Consider, before you choose these, interests that you have that might be of interest to an employer, or that might set you apart in a positive way.
- This section is the closest opportunity that you have to give your resume a “face”.

REFERENCES:

- Who you choose for references is very important. Most employers DO call references (at least one or two) to check in and get some more direct information about you.
- Find members of the community that might be known or respected
- Choose references from a variety of places – don’t just choose 3 teachers, or three business owners, or three community members. Shake it up a bit.
- Three is a good minimum for references. It is also possible to write:
 - References available upon request.