

Senior Seminar
Resume Check Up



Name _____

Directions: Use the Resume page on the Senior Seminar website to complete each sentence.

1. The purpose of a resume is to provide a summary of your _____, _____ and _____.
2. Because you will add to your resume and it will change over your lifetime, it is called a _____.
3. Because of its importance, a resume is one of the most _____ documents you will write in your life.
4. _____ are kept to a bare minimum; however, you may use the abbreviation _____ for Pennsylvania.
5. Numbers that start a sentence are to be _____ with a capital letter. You may use the numeral if the number comes later in the sentence.
6. **ALWAYS** have someone _____ your resume.
7. Use a _____ looking font. Basic fonts like Times New Roman and Arial are fine.
8. Since not every person has Microsoft Word, another way to send your resume electronically is to _____, which is a document format that most computers can read.
9. Employers are most interested in what you have done _____, so you must list your **Education** and **Job History** in reverse chronological order with _____.

Parts of a Resume:

1. Heading

This contains information necessary to contact you:

- Your formal name as it appears on your _____ or ID.
- You do not need parenthesis around your _____
- Email address : must be _____

Continued on back ->

Write **your** mailing address just how it should appear on the heading on **your** resume:

Name: _____

Address: _____

City, State Zip: _____

Cell phone number: _____

Email Address: _____

2. Skills and Certifications

- Verbs: Use _____ verbs whenever necessary in the present tense. For example, "Taking orders from customers" instead of "took orders from customers".
- You should include any _____ in your field of study and they should be at the top because they are most important.

3. Education History

- In this section you will list your education and all of the schools you have attended.
- Since you are at "tech" and "homeschool" at the same time, CMTHS should come _____ because it will make you stand out that you have already studied a trade.
- Do not list _____ school.

4. Employment History

- Reverse chronological order means to list your jobs with the _____.
- Make sure your information is _____ and _____.
- If you are still working somewhere, put _____ instead of the end date.

5. Awards and Activities

- List special activities or _____ you have received, where you participated, and when.
- Every CMTHS student is a member of _____ here!
- Activities include any _____ or _____ you have participated in.

6. Community Service

- This section shows where you have _____ and when.
- Community Service done for a judge or a court of law does _____ count here
- Two experiences from CMTHS that you can include here are _____ and _____.