

Resume Building

What's a Resume?

1. **A self-marketing tool** you can use to communicate your marketable qualities, skills, and experiences with a goal to obtain an interview.
2. An employer's **first glimpse** of you (important part of the job searching process).
3. It's something should continually **update** it as you complete courses, change jobs, win awards, etc.



Do I need even need a resume?



This is soooooo stupid!

Yes! You (likely) will need a resume at some point. It is possible to get a job without one, but most employers are looking for *great* people and have many people to choose from. Sometimes a resume is the **only way** employers can sort through potential candidates.

What's in a Resume?

- Contact Information,
- Objective,
- Education,
- Work Experience,
- Extra-Curricular,
- Volunteer Experience,
- Skills and Abilities, etc.



How do I build a Resume?

There are tons of ways to build a resume, but your resume should end up being an awesome document that you are:

1. **Proud of how it looks.**
2. **Proud of what is in it.**

You can create a resume in: Microsoft word, Google docs, an online resume building tools,...any way that you wish.

Your Assignment.

1. Sign up for Canva
2. Looking at the example resume templates.
3. Fill in one of the templates with the information below:

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4. Check over the guidelines below.
5. Make sure someone has proof read you resume.
6. Email yourself a copy of your resume and your Canva login info.
7. Print out your resume and put it in your Duo-Tang!

Resume Guidelines:

1. Before you begin, think about what type of job you would like to apply for and think how you can shape your resume towards that type of job.
2. Use action verbs to describe experiences. Examples: achieved, completed, developed, improved, learned, researched, supervised, etc.
3. Get several to look over your resume to give you some feedback.
4. Ensure that there are no spelling or grammar errors.