**WHAT IS A RESUME?**

A resume is a document where you highlight your education, experience, skills, and other professional qualifications to communicate why you are a great candidate for a volunteer position, internship, or job. Your resume is a great opportunity to showcase why an organization should hire you and you should customize the document based on the position you are applying for.

**HOW TO CREATE A RESUME**

**Step 1: Set Up Your Document**

An easy way to create a resume with good formatting is to use a Microsoft Word or Google Docs template that is designed for a resume. Your teacher will give you instructions about where to find the template when you open Word or Google Docs on your computer. It’s important to save your resume where you can access it easily, as you will continue to add information to your resume each semester as you gain more experience and skills. When you send your resume to a business partner or interviewer, they might be receiving resumes from multiple candidates. To make things easy for them, save your resume document with a straight-forward file name like **“FirstName\_LastName\_ Resume”** (example: Skye\_Martinez\_Resume).

**Step 2: Organize the Content of Your Resume**

* **Contact Information:** Your name, email address, and phone number should be listed at the top of the page. Use an appropriate email address—something businesslike and easy to understand, not luvcheetos@gmail.com.
* **Summary:** Create 1-2 sentences that provide a snapshot of what your resume covers.
* **Education:** Give the name and location of your high school, what grade you are in, your GPA, and relevant coursework and/or courses that match with your future goals. In this section, include your membership in your NAF academy and your academy coursework.
* **Experience:** List your work experience. Begin with any paid relevant work experience you have, and then list your volunteer work experience. List your work experience in reverse chronological order, starting with the most recent on top and working down to the least recent on the bottom.
	+ List the name of your employer, the city and state in which you worked, your title while employed (if you had one), and the dates of employment in a month and year format.
	+ Under each job, use one or two bullets to describe your accomplishments during the job. Begin each bullet with an action-oriented word. For example, instead of “Was asked to create financial educational materials,” use “Created and distributed financial educational materials to community members.” Remember to quantify your impact by providing specific amounts in order to help paint a better picture of your experience. For example, instead of “Set up fundraiser for ASPCA donations,” use “Organized fundraising event for ASPCA; received over $7,000 in donations across three days.”
* **Activities, Honors, Skills, Achievements, and Qualities:** Following your work experience, include additional information that makes you a good candidate for a job or internship. Consider the following:
	+ List community service, extracurricular, athletic, or academic activities that say something relevant about you. For example, if you were on the football team, you are showing that you are willing to work hard, attend practice, and be part of the team; most jobs require these qualities in an employee.
	+ List honors or awards you have received.
	+ List special skills that you have, such as speaking another language or being proficient in computer programs like Microsoft Excel or PowerPoint.
	+ List specific finance or business-related achievements that show your commitment to a career in finance, such as your work on your culminating project.
	+ List personal qualities that make you stand out, such as being energetic, ambitious, or compassionate.

**Step 3: Set Up the Format of Your Resume**

* Keep the length to one page. Two- and three-page resumes are standard for experienced jobseekers, but high school student resumes should be short.
* Make the resume easy to read and visually appealing. Use a resume template, and keep to the standard fonts, colors, and font sizes. Always use bullet points to highlight your accomplishments.
* If you are printing your resume, use standard 8.5” x 11” white paper.
* If you are submitting your resume electronically, save your Word file as a PDF. This ensures that the formatting doesn’t look different on someone else’s computer.

**Step 4: Focus on Clarity, Detail, and Language**

* Be sure that the information you include is relevant to the internship or job for which you are applying. For example, if you are applying for an internship with an accountant, include experience that you’ve had working with numbers or financial records, such as volunteering in the business office of your local SPCA.
* Be specific as you describe your responsibilities and accomplishments. For example, instead of writing “Used computer and cash register,” write, “Entered information into computer database and handled customer payments.”
* Use action words to describe your accomplishments. (Consult the list of action words at the end of this document). For example, instead of saying “Did tasks for lead bookkeeper,” say “Assisted lead bookkeeper with gathering and tallying of weekly expenses.” The word “did” doesn’t say much about you as a candidate, but the action word “assisted” shows that you are helpful, responsible, and able to follow directions. Action words say more about your abilities.
* It is standard on resumes to not use first person language or complete sentences to describe your accomplishments. So, instead of using “I created a program,” use “Created a program.”
* Write out numbers from one through nine; use numerals for 10 and up.
* Informal abbreviations, such as AKA, are inappropriate on a resume. However, it is acceptable to use abbreviations commonly used in the finance field. For example, instead of writing out Certified Public Accountant, it is acceptable to say CPA.

**Step 5: Review Your Resume**

* Check, and then double check, the spelling and grammar on your resume. When you submit your resume to a potential employer, it should be “squeaky clean.” A small oversight, such as a missed period or misspelled word, will stand out to your employer. Employers may see these errors as an indication that the candidate does not pay attention to detail.
* Ask someone you trust to proofread your resume. Ideally, the person will have some experience creating resumes and can not only check for spelling and grammar errors but can also offer suggestions about how you present your accomplishments. You may wish to show the person the resume review checklist to use it as a guide to make sure that you’ve covered all the important topics.

**RESUME TIPS**

**Format**

* Keep the length to one page, easy to read, and visually appealing
* Use standard 8.5" x 11" white paper
* Use standard fonts, color, and font size
* Check spelling and grammar
* Save the file as a PDF if submitting the resume electronically

**Clarity**

* Use bullet points to highlight accomplishments
* Include information that will highlight your skills and cause your resume to stand out from others
* Include only information pertinent to the job for which you are applying

**Detail**

* Describe specific responsibilities and highlight accomplishments
* Support all accomplishments with specific results. Try to quantify and qualify your accomplishments wherever possible

**Language**

* Use active language—words such as achieve, analyze, coordinate, direct, establish, evaluate, identify, increase, lead, manage, negotiate, organize, prepare, promote, schedule, supervise, teach, train
* Avoid using “I” statements. It is standard not to use complete sentences to describe accomplishments. So, instead of using “I created a program”, use “Created a program”
* Write out numbers from one through nine; use numerals for 10 and up
* Abbreviations are inappropriate except when widely recognized as being professional.

**RESUME REVIEW CHECKLIST**

Make sure your resume meets or exceeds the following assessment criteria:

* My resume includes relevant experiences and education.
* All information on my resume is accurate and complete. The email address is appropriate.
* Action verbs are used to describe accomplishments.
* My resume is 1 page long, with clearly defined sections and information that is easy to follow.
* My resume uses proper spelling and grammar.
* My resume has been read and thoroughly reviewed by someone else.

**ACTION VERB LIST**

|  |  |
| --- | --- |
| **Management Skills:** | administered, assigned, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, improved, increased, organized, oversaw, planned, prioritized, produced, recommended, reviewed, scheduled, strengthened, supervised |
| **Communication Skills:** | addressed, arbitrated, arranged, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, translated |
| **Research Skills:** | clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed |
| **Technical Skills:** | assembled, built, calculated, computed, designed, devised, engineered, maintained, operated, overhauled, programmed, remodeled, repaired, upgraded |
| **Financial Skills:** | administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched  |
| **Creative Skills:** | acted, conceptualized, created, customized, designed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced originated, performed, planned, revitalized, shaped  |
| **Assistance Skills:** | assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented |
| **Detail Skills:** | approved, arranged, classified, collected, compiled, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, screened, specified, tabulated, validated  |
| **Accomplishments:** | achieved, expanded, improved, pioneered, reduced, resolved, restored, transformed |

**RESUME COMPONENTS**

**CONTACT INFORMATION**

* Include your name, cell phone number, and a professional email address.
* Typically, this information is centered on the page and appears at the top of the resume.

**SUMMARY**

* Briefly highlight who you are and why you would have a positive impact
* A summary is optional and should be specific! “Goal-oriented, motivated, organized leader” is not a helpful summary.

**EDUCATION**

* List your academy, high school, and cumulative GPA (if 80% or higher). Do not list elementary or middle schools.
* List courses relevant to the job to which you are applying.

**EXPERIENCE**

* Begin with your most recent position first and work backwards (reverse chronological order).
* Include company name with city and state, position title, description of duties, skills used, accomplishments/results, and dates of employment.
* Use action words in position descriptions.
* Use past tense action words if describing a position held in the past.

**ACTIVITIES / LEADERSHIP / COMMUNITY SERVICE**

* List organization and position/office held.
* If desired, use bullet points to highlight key activities and accomplishments.
* If desired, use dates to note when you were involved in an activity.

**AWARDS & HONORS**

* You can list awards and honors in the Education section or in a separate section like this
* List name or title of achievement/honor/award/scholarship.
* If desired, list date achieved, and/or how the award was won (like academic performance or commitment to community service.)

**SKILLS & CERTIFICATIONS:**

* List software and hardware used and other relevant computer skills.
* List if applicable – language fluency or other special abilities (you can label this section “Language Skills” if that is the only skill you list here.)
* List any certifications and the date(s) you earned them (CPR, financial planning, etc.)

**SAMPLE RESUMES**

**SKYE MARTINEZ**

skyemartinez@gmail.com • (281) 555-0098

**SUMMARY**

11th grade honor student with computer programming experience and multiple Microsoft certifications

**EDUCATION**

**Springfield Academy of Information Technology**, Springfield, IL

Anticipated Graduation: June 2025

GPA: 3.5

Awards & Honors: Outstanding IT Student (2023), Honor Roll (September 2021-present)

Relevant Coursework: Principles of IT, Introduction to Programming, Computer Systems

**EXPERIENCE**

**Verizon,** New York, NY

Intern (virtual) May – August 2023

* Completed project on how A.I. and machine learning could be used for customer support
* Attended IT team and staff meetings

**Target,** Springfield, IL September 2022 – present

Cashier (part-time)

* Assist customers during check-out; answered questions
* Support manager in completing auditing procedures

**LEADERSHIP & COMMUNITY SERVICE**

**Springfield Academy of Information Technology**, Springfield, IL

Co-Chair, Battle of the Bands January – April 2023

* Successfully organized and hosted fundraising event, generating approximately $15,000
* Recruited and trained 20 student volunteers
* Coordinated logistics including reserving event space, ordering catering, and lining up bands

Treasurer, Student Council Sept. 2022 – present

* Oversee student council budgeting meetings and ensure appropriate usage of funds

**Tech for All**, Springfield, IL January 2022 – January 2023

* Volunteered once a week to fix computers at a local non-profit organization

**SKILLS & CERTIFICATIONS**

Computer Skills: Python, C++, Mac and PC hardware configuration/operating system installation

Language Skills: Spanish (fluent)

Certifications: Microsoft Word and Excel (2022)

**LONDON HUFF**

london\_huff@gmail.com • (281) 555-0098

**EDUCATION**

**Ocean Academy of Health Sciences**, Atlanta, GA

Anticipated Graduation: June 2026

GPA: 3.7 (unweighted)

Relevant Coursework:

* Foundations of Anatomy & Physiology
* Healthcare Careers

**EXPERIENCE**

**Sunshine ASPCA,** Atlanta, GA

Animal Care Assistant March 2023 – present

* Assist in feeding and cleaning of animals
* Scan and organize files relating to animal adoptions
* Enter information into computer database, handle customer payments

**Little Creatives Summer Camp**, Savannah, GA

Volunteer Camp Counselor May – August 2022

* Planned and led arts activities for 20 children ages 5-7

**ACTIVITIES**

* President, Atlanta Robotics Club (January 2023-present)
* Member, Georgia Pre-Vet Club (October 2022-present)
* Member, Ocean Academy Soccer Team (September 2022-present)
* Treasurer, Ocean Academy Mandarin Language Club (May 2022-May 2023)

**SKILLS & CERTIFICATIONS**

Language Skills: Conversational Mandarin

Certifications: CPR and First Aid (May 2022)

**MAYA JACKSON**

(805) 555-2233 • Maya.Jackson89@gmail.com

**EDUCATION**

**King High School Academy of Finance,** Ventura, CA

Currently in 10th grade; 3.05 GPA (Unweighted)

Relevant Coursework: Principles of Finance, Financial Planning, and Financial Services

Class Projects/Skills:

* Designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair
* Developed basic accounting skills, including creating and analyzing financial statements

**FINANCE-RELATED VOLUNTEER EXPERIENCE**

**Martin Center for Financial Planning,** Ventura, CA

Finance Volunteer March 2023 – present

* Created and distributed financial educational materials to community members
* Assisted financial director in tracking clients’ assets, as well as promoting bank accounts and retirement plans

**ATHLETIC & ACADEMIC ACTIVITIES**

* Co-Captain, King High Girls’ Soccer Team
* Member, Ventura Teen Long-Distance Running Club
* Co-Chair, King High Debate Club

**AWARDS & HONORS**

High School Girls’ Soccer Championship for Ventura County, 2022

Honorary Mention in Southern California High School Debate Tournament, 2023

**COMPUTER SKILLS**

Finance: QuickBooks, Bloomberg Terminal

Design: Adobe Photoshop, Canva

**WHAT IS A** **COVER LETTER?**

A cover letter is a document that provides a high-level view of your education, experience, and skills and how they align with the position you are applying for. It is also a sales letter intended to convince the employer that you are the right candidate for the job and they should invite you to interview. Cover letters are often required as part of the job application process but even if it is listed as optional, you should still submit one.

**COVER LETTER COMPONENTS**

Put the same header as your resume

Date of letter

Individual’s Name

Title

Company

Street Address

City, State, ZIP Code

Dear <name>:

**First Paragraph:** Indicate why you are writing, the specific position or type of work you are applying for, and how you learned of the opening. Share a detail that shows you researched the organization and note your interest in their mission.

**Second Paragraph:** Explain why you are interested in the position and the organization; indicate what you can do for the employer. Explain how your academic background makes you a qualified candidate for the position. If you have had relevant experience, point out specific achievements or unique qualifications. Emphasize skills or abilities you have that relate to the position you are applying for.

**Third paragraph:** If everyone had the same education and experience, what makes you stand out? This could be your activities, leadership positions, awards, or any other details.

**Fourth Paragraph:** Reiterate why you are a good candidate for the position. Indicate that you would like an interview. Offer to provide any additional information that the person may need. Remember, close your letter with a statement which encourages a response.

Sincerely,

**SIGNATURE**

Type Your Name

**SAMPLE COVER LETTER**

**MAYA JACKSON**

(805) 555-2233 • Maya.Jackson89@gmail.com

August 18, 2023

Jennifer Smith

Chief Finance Officer

Tiny House Builders, Inc.

321 Garden Drive

Ventura, CA

Dear Ms. Smith:

I am writing to apply for the Finance Intern position, posted recently on your company’s website. Tiny House Builders, Inc.’s focus on building affordable, sustainable houses is inspiring and aligns with my interest in helping people achieve financial independence. I would be honored to join your company as an intern during the upcoming year and work to support achieving your mission.

Through my education and experience, I have developed a solid foundation in finance. I have taken multiple finance classes, including Principles of Finance, Financial Services, and Financial Planning and this year, I will be completing advanced courses in these topics. As part of a class project, I designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair. As a volunteer at the Martin Center for Financial Planning, I build resources to share with the community and I support multiple staff members. I know how to use QuickBooks and Bloomberg Terminal and can learn new technology programs quickly. I will draw on these experiences and skills as the Finance Intern at Tiny House Builders, Inc.

My involvement in several clubs and activities has helped me expand my leadership and communication skills. I am a two-sport athlete (soccer and distance running) and last year, my team won the High School Girls’ Soccer Championship for Ventura County. On the King High Debate Team, I worked my way up from being a member to Co-Chair and earned an Honorary Mention in Southern California High School Debate Tournament.

I would welcome the opportunity to interview for the Finance Intern position. Please feel free to reach out if you have any questions. Thank you for considering me for the role and I look forward to hearing from you.

Sincerely,

Maya Jackson

Maya Jackson