Review these sample student résumés and think about what makes a résumé effective or ineffective.

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| **Diego E. Martinez** |
| 72 Maple St.Houston, Texas 77001(281) 555-0098d.e.martinez@gmail.com |
| **Objective** |
| Procure a summer internship at an accountant’s office. |
| **Education** |
| Houston City High School |  Houston, Texas |
| * 10th grade
* 3.0 GPA (Unweighted)
 |  |
| **Paid Work Experience** |
| Cashier (part-time), **Megamart** | June 2012 to January 2013 | Houston, Texas |
| * Worked in high-paced environment
* Assisted manager in cash register auditing procedures
* Entrusted with key to close store at night
 |
| **Volunteer Work Experience** |
| **Houston Homeless Shelter** | September 2011 to present | Houston, Texas |
| * Assist in organization of food during food drives
* Perform clerical work, as assigned
 |
| **Extracurricular Activities** |
| Treasurer, **Houston High School Student Council** | September 2012 to present |
| * Oversee student council budgeting meetings and ensure appropriate usage of funds
* Successfully organize and execute school fundraising events, generating approximately $15,000 in funds to date
 |
| **Finance Achievements** |
| * Academy of Finance Student of the Year, 2013
* Designed and created a pamphlet to inform teens about a financial intermediary
 |
| **Relevant Skills** |
| * Mathematics: Outstanding accuracy with counting; highly proficient with calculators
* Computers: High amount of experience with spreadsheet applications; certified in MS Word and Excel
 |

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| **Jillian Rose Hoff** |
| 96 #3 Sunny WayMiami, Florida 33114(305) 555-9990Jillian\_Hoff@yahoo.com |
| **Objective** |
| Seeking a summer position as a bookkeeper or bookkeeper’s assistant in the Miami area. |
| **Education** |
| Valley High School, Miami, Florida |
| * 4.0 GPA (Unweighted)
* Coursework includes AP Calculus, Principles of Finance, and Principles of Accounting
 |
| **Volunteer Work Experience** |
| **Miami ASPCA** | September 2011 to present |
| * Assist in feeding and cleaning of animals
* Scan and organize files relating to animal adoptions
* Enter information into computer database, handle customer payments
 |
| **Activities** |
| * President, Valley High Robotics Club
* Member, Florida Students’ Association for Business Students
* Treasurer, Valley High Mandarin Language Club
* Member, Valley High Girls’ Softball Team
 |
| **Computer and Language Skills** |
| * MS Office (Word, Excel, PowerPoint, Outlook); Windows XP/Vista/10; QuickBooks
* Conversational Mandarin
 |

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| **Maya Jackson** |
| 723 Main St.Ventura, California 93001(805) 555-2233Maya.Jackson89@gmail.com |
| **Objective** |
| To procure an afterschool or summer internship in financial planning. |
| **Education** |
| King High School, Ventura, CA |
| * Currently in 10th grade; 3.05 GPA (Unweighted)
* Member in Academy of Finance
* Coursework includes Principles of Finance, Financial Planning, and Financial Services
 |
| **Volunteer Work Experience** |
| Financial advisor intern, **Martin Center for Financial Planning** | June 2012 to August 2012 |
| * 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 and Academic Activities** |
| * Co-Captain, King High Girls’ Soccer Team
* Member, Ventura Teen Long-Distance Running Club
* Co-Chair, King High Debate Club
 |
| **Awards and Honors** |
| * High School Girls’ Soccer Championship for Ventura County, 2012
* Honorary Mention in Southern California High School Debates, 2012
 |
| **Finance Achievements** |
| * 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
 |
| **Relevant Skills** |
| * Strong communication skills; able to explain complex financial topics to general public
 |

**Directions:** Now that you have analyzed sample résumés, it’s time to write your own résumé. You should aim to update your résumé each semester during high school and use it when you apply for any volunteer positions, internships, and jobs. You will want to include all of your relevant skills and experience. Follow the steps below to create your résumé. Read through all of the steps before you get started. As you work, you may wish to reference the sample résumés for ideas. Make sure that your résumé meets or exceeds the assessment criteria provided at the end of Step 5 of this assignment sheet.

**Step 1: Set Up Your Document**

An easy way to create a résumé with good formatting is to use a Microsoft Word or Google Docs template that is designed for a résumé. 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 résumé on a flash drive or online platform, like an electronic portfolio which you can access easily, as you will continue to add information to your résumé each semester as you gain more experience and skills. When you send your résumé to a business partner or interviewer, they might be receiving résumés from multiple candidates. To make things easy for them, save your résumé document with a straight-forward file name like **“Name\_School\_Date”**.

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

* **Contact Information:** Your name, mailing address, 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 cooldude09@yahoo.com.
* **Objective:** Start your résumé with an objective, which should include your career interests or skills you want to develop. Think about what type of job or internship you are interested in pursuing. Your objective should give potential employers information about the type of work you want. Setting an objective will also help you focus on the best information to include in your résumé.
* **Education:** Give the name and location of your high school, what grade you are in, your GPA, and relevant coursework and/or 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 Résumé**

* Keep the length to one page. Two- and three-page résumés are standard for experienced job-seekers, but high school student résumés should be short.
* Make the résumé easy to read and visually appealing. Use a résumé template, and keep to the standard fonts, colors, and font sizes. Always use bullet points to highlight your accomplishments.
* If you are printing your résumé, use standard 8.5” x 11” white paper.
* If you are submitting your résumé 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, “Entry of information into computer database, as well as handling of customer payments.”
* Use action words to describe your accomplishments. (Consult the list of action words at the end of this assignment sheet.) 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 résumés to not use 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 résumé. 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 Résumé**

* Check, and then double check, the spelling and grammar on your résumé. When you submit your résumé 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 résumé. Ideally, the person will have some experience creating résumés 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 this assignment sheet to use it as a guide to make sure that you’ve covered all of the important topics.

**Make sure your résumé meets or exceeds the following assessment criteria:**

* The résumé includes relevant experiences and education. It communicates why you are a great candidate for a volunteer position, internship, or job in the field.
* All information on the résumé is accurate and complete. The email address is appropriate.
* Appropriate action words are used to describe accomplishments.
* The Microsoft Word or Google Docs template is used to design the résumé effectively on one page. Sections are easy for the reader to identify, and all information is easy to follow.
* The completed résumé is neat and uses proper spelling and grammar.
* The résumé has been read and thoroughly reviewed by someone else.

**Résumé Tips**

**Format**

* Keep the length to one page
* Make the résumé 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
* Type and proofread the final copy
* Save the file as a PDF if submitting the résumé electronically

**Clarity**

* Use bullet points to highlight accomplishments
* Include information that will highlight your skills and cause your résumé 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.

**Résumé Template**

|  |
| --- |
| **Name**AddressTelephone NumberProfessional Email Address |
| **OBJECTIVE:** | * The objective should be a concise statement about the position you are seeking; you may include the type of company where you would like to work.
* Your objective is **optional!** An objective **may eliminate you** from some positions if it is too general.
 |
| **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.
* 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.
 |
| **ACHIEVEMENTS / HONORS / AWARDS / SCHOLARSHIPS:** | * 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.)
 |
| **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.
 |
| **COMPUTER SKILLS:** | * List software and hardware used and other relevant computer skills.
 |
| **SPECIAL 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.)
 |
| **INTERNATIONAL EXPERIENCE:** | * List if applicable – study abroad, living abroad, or language fluency
 |
| **CERTIFICATIONS:** | * List if applicable – i.e. financial planning or real estate licensure.
 |

**Cover Letter Template**

A cover letter is a letter to include with your résumé upon application to an employer. It is a letter to introduce you and your background to the employer. It is also a sales letter intended to convince the employer that you have something to offer that makes it worth his/her time to interview you. Be brief and specific. Make the reader want to read your résumé.

Date of letter

Individual’s Name

Title

Company

Street Address

City, State, ZIP Code

Salutation:

**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.

*I am writing regarding the [position] opening at [company/organization]. I learned of this position through [source], and I believe that I am an ideal candidate for this opening due to [skills and/or qualifications that make the candidate strong].*

**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.

*I am interested in this position because [reason for interest in the company/organization] and [ways candidate’s skills and/or qualifications can be used to advance the company/organization’s goals. You may also include examples of your previous work experiences in order to demonstrate the tasks that you are capable of completing].*

**Third Paragraph:** Refer the reader to your enclosed résumé. Indicate that you desire a personal interview. Repeat your phone number and/or email in the letter and offer to provide any additional information that the person may need. Remember, close your letter with a statement which encourages a response.

*I have attached my résumé, which contains more information regarding my skills and education. Please feel free to reach out if you have any questions, and [request personal interview]. I look forward to hearing from you.*

Sincerely,

**SIGNATURE**

Type Your Name

**Verb List for Résumés and Cover Letters**

|  |  |
| --- | --- |
| **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 |