



Career Passports

Resume Writing



Start off with a heading

◆ Personal Information

- Name (first, middle, last title)
- Address (do not abbreviate_
- City, State Zip
- Telephone (area code and phone)
- Fax (area code and phone)
- E-mail



Make an Outline of Information

- ◆ **Information needs to be collected for the following areas:**
 - **Education**
 - **Extra Curricular Activities**
 - **Honors and Awards**
 - **Work Experience**
 - **Personal Skills**
 - **References**



Education

- ◆ **You will need to include the following information:**
- ◆ **School Name, school address, city, state, zip**
 - **Phone number, dates attended, potential graduation date**



How Does It Look?



◆ EDUCATION

Ellet High School

309 Woolf Avenue; Akron, Ohio 44312

330-794-4120

August, '98 to present

Graduated June, 2001



Extra Curricular

- ◆ **You will need to gather the following information:**
- ◆ **Years of involvement**
- ◆ **Activity Group**
- ◆ **Type of Involvement**



How Does It Look?



EXTRA CURRICULAR 1998-present
Ellet Yearbook
Page editor



HONORS AND AWARDS

- ◆ **You will need the following:**
Name of award you received, and the year you received it



How Does It Look?



HONORS AND AWARDS

Elletian of the Month, October, 2000

Honor and Merit Rolls, 1998-present

Academic Letter, October, 2000

3rd Place, Holocaust Writing Contest, 2001



Work Experience

- ◆ **You will need to gather the following information:**
 - **Dates you worked**
 - **Title of position you held**
 - **Name of company, address, phone**
 - **Name of supervisor**

- **List in order from most recent to those of the past**

How Does It Look?

- ◆ **WORK EXPERIENCE**

1998-present Dishwasher

Parasson's Family Restaurant

959 Waterloo Road; Akron, Oh 44306

Manager: Tony Parasson 330-794-4111

1997-1998 Child Care

Mr. & Mrs. Terry Manna

1234 i Lane

Akron, Ohio 44312 330-794-1234



Personal Skills



- ◆ **You will need to gather a list of your own personal skills:**
- ◆ **Foreign languages; instruments, technology**



How Does It Look?

- ◆ **PERSONAL SKILLS**
 - ◆ **Word Processing Programs (Office 2000, Microsoft Word)**
 - ◆ **Spread Sheet Programs**
 - ◆ **Power Point presentation media**
 - ◆ **Spanish, 1 year**
 - ◆ **Trumpet, 3 years**



References

- ◆ **You will need to gather information for **THREE** references.**
- ◆ **These people cannot be students and should be full time employees.**
- ◆ **You need their name, career title, address, phone**



How Does It Look?

◆ REFERENCES

**Mrs. Open Ear; school counselor;
309 Woolf Avenue; Akron, Ohio 44312
330794-4120**

**Rev. John Jones; minister
Church of the Holy Knower; 123 Heavenbound
Lane;
Akron, Ohio 44312 330-794-1111**



Putting It All Together

- ◆ **Type your resume**
- ◆ **A resume is like an outline**
 - **It is brief and concise**
 - **It gives specific information about you**
 - **Personal Information**
 - **Educational Background**
 - **Activities and Awards**
 - **Work Experience**
 - **References**



Resume Writing

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