High School and Beyond Plan

**Resume**

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There are 1,000’s of resume templates on the web. Any entry level resume is a good place to begin. We have a worksheet in the Career Center room 109 that will help you to brainstorm the items needed for a complete resume.

One place to check out is Microsoft Word.

1. Open Microsoft Word
2. Type in the word ‘resume’ in the search line for templates
3. Try Basic or Entry Level – check out the different templates
4. Choose one and select ‘create’ it will open the template and you will be able to type into the document – then be sure to save it to a place where you can retrieve it easily.
5. Use only addresses, phone numbers and emails that you know are active
6. If you have never had a job, that is okay – many teenagers haven’t, try to brainstorm what kinds of skills you have acquired during high school. Classes, and volunteer opportunities are a good place to start. Have you ever baby sat? Mowed lawns? Do you have someone who can say you have good skills and that would recommend you? What skills have you developed in classes? Leadership, team work, computers? Provide areas where you know you can work well.
7. Include all your volunteering activities. If you have never volunteered – find something on campus – that you can help out with. Many clubs here at NC have different fundraisers – even helping with the Senior Class activities and fundraisers are great activities to include on your resume. If you have been a TA – include this as well.
8. Include and club or sports activities, employers love to have students that are involved at the high school level. These can be at NC or within the community – do you play soccer for a club team? Dance for dance competitions? Box or do gymnastics someplace other than NC? Include these activities as well.
9. You do need to gather together three references. Teachers are a good start, be sure you ask their permission first before listing on the resume. These should not be family members (hey, we know our family would recommend us for a job). If you have room provide them last on your resume.
10. If you provide a line that says ‘references upon request’ – you will still need to collect the information and type it onto a separate sheet. Provide person’s name, their title (what do they do), their address, phone number and email. This is important because many applications require this information anyway and this way you have it all on one document and you can quickly reference this information when needed.