



RESUME WORKSHOP

WHAT IS A RESUME?



First Impression



Ticket to an Interview



Always Changing!

Anthony Hendrickson
111 Third Avenue South
Minneapolis, MN 55401
612-555-5424
tonyhendrickson@gmail.com

EXPERIENCE

Dairy Queen, Minneapolis, MN

Server, September 2012 - Present

- Provide excellent customer service to ensure customer satisfaction
- Maintain a clean and safe working environment
- Work closely with other team members to maintain efficiency

The Johnson Family, Minneapolis, MN

Babysitter, June 2011 - August 2012

- Cared for children while maintaining a safe and fun environment
- Assisted children with their homework
- Prepared healthy meals for two children, ages 5 and 7

ACTIVITIES

Minneapolis Teens Serving Others

Volunteer, January 2012 - Present

- Volunteer 4 hours per week serving food to homeless families

Central High School Robotics Club

Team Member, March 2011– January 2013

- Design and build robots

Central High School Student Council

Treasurer, September 2011– June 2013

- Represent class of 2015 in planning and organizing student events

SKILLS

- Proficient in MS Word and internet research programs
- Excellent oral and written communication skills
- Fluent in written and spoken Spanish

EDUCATION

Central High School, Minneapolis MN

- Expected Graduation: June 2015
- Taking courses in Engineering Program
- Taking honors courses in Physics

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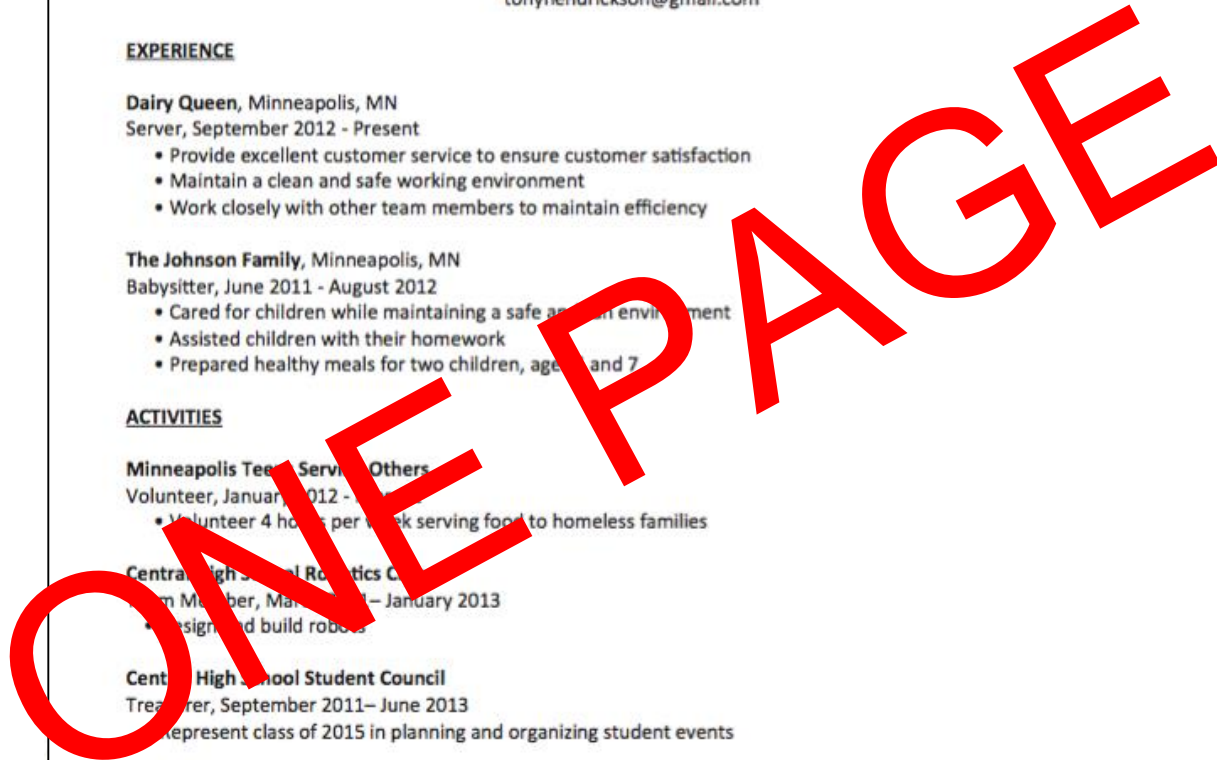
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WHAT IF I NEVER HAD A JOB?



Let's Brainstorm!

WHAT IF I NEVER HAD A JOB?



- It's not necessary!
- Include school and community activities
- Volunteer experience
- Babysitting, mowing the lawn, etc.

POWER WORDS

A word cloud of power verbs. The words are arranged in a roughly rectangular shape, with some words oriented vertically. The colors range from dark brown to light green. The words include: formulated, distributed, cataloged, specialized, computed, Administered, organized, reserved, referred, studied, contacted, purchased, verified, updated, restored, produced, responded, prepared, and critiqued.

formulated distributed
cataloged specialized
produced computed Administered
responded organized reserved referred studied
prepared contacted purchased verified
updated restored
critiqued

Resume Structure

- **Experience**
 - Include significant volunteer commitments as well as jobs
 - Keep it simple. If you were a babysitter, say so. No fancy titles!
 - Use the “Job Duties” section of each work experience to highlight skills
 - Use action verbs to describe your duties
- **Activities & Interests**
 - Where have you had a chance to shine?
 - Have you won competitions or recognition?
 - What do you do that challenges you to learn or grow?
 - Keep all information relevant to jobs you are applying for
- **Skills**
 - Have you led a team, organized an event, or built something? What skills did you need to accomplish it?
 - Include specialized skills like using computer programs, speaking a language, or operating equipment
- **Education**
 - Identify your high school
 - Only include GPA if it is 3.0 or higher
 - List special academic accomplishments

BRAINSTORMING SKILLS



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ANNA JOHNSON

5423 23rd Street NE

Mpls, MN 55402

Phone: 612.555.6789

Email: hotty_girl@yahoo.com

OBJECTIVE

To work in a radio station where I'm earning some cash and hopefully learn a thing or two

EDUCATION

Central High School, Minneapolis, MN September 2009 -Now

Took courses in Business _____ Program

Expected Graduation: June 2013

EXPERIENCE

Subway, Minneapolis, MN July 2010-August 2010

⇒ I would make sandwiches, and also clean the restaurant

⇒ Server

⇒ Cleaning Assistant

⇒ I'm really good at working with other people

DSW Mpls, MN 55411 May 2011-May 2011

- ◆ Shoe Salesperson
- ◆ I helped people try on different shoes
- ◆ Work with my co-workers on a team
- ◆ Cleaning the sales floor

SKILLS

1. People like me
2. I speak three languages
3. I am almost never late when I remember to be somewhere

INTERESTS & ACTIVITIES

- I play video games when I get home from school
- I participate in service projects
- I like to read, paint, write poetry and socialize with my friends

FRIENDLY REMINDERS...

Step Up application opens December 10!

Contact	When she is at Washburn
<p><u>Kelsey Massey</u> Step Up Coordinator E-mail: kmassey@achievements.org Call: 612-455-1553 Text: 612-315-9138</p>	<p>December – February Dates: TBD Where: Room 107 (CCC)</p>

My first internship was a Step Up internship with the University of Minnesota



NEXT STEPS FOR TODAY...

1. Open your school email
2. Follow the link from the email Ms. Seifert sent last Friday (11/2/18)
3. Make a copy of the shared resume template
4. Begin working on your resume

QUESTIONS?

