

**Lawrence Location:**  
Heritage Place, Bldg. 2-Suite 106  
439 South Union Street  
Lawrence, MA 01843  
978-722-7000

**Haverhill Location:**  
Student Center 1<sup>st</sup> FL Room SC 118  
100 Elliott Street  
Haverhill, MA 01830  
978-241-4730

# YOUTH RÉSUMÉ WORKSHEET



Name: \_\_\_\_\_

## Preparation Helps Ensure Success

ValleyWorks Career Center  
Recommends updating your Résumé quarterly

## What is a résumé?

Your résumé is your primary marketing tool. The purpose of a résumé is to get an interview. Employers request résumés as a method to prescreen job candidates for the required skills, experience and abilities needed for a specific job opening.

## Do I really need a résumé for a part-time or summer job?

The answer is simple – YES! If you do not have a résumé, you may not get an interview. Without a résumé, the employers at a Job Fair or other recruitment event may not be willing to speak with you about your skills and work experience.

Your résumé will compete with other résumés. Employers scan your résumé and compare your qualifications with the qualifications for the job opening. To compete for an interview, your résumé needs to include, at a minimum, your skills, past work history or school activities and your education. For an interview in a highly competitive industry or higher-level position, your résumé will need to focus on your accomplishments, for an entry level position you should highlight your strengths, school work and activities, be sure to include a format appropriate for the position you want, and emphasize what you can do for the employer.

Are you sending a résumé to employers and not getting interviews? Look carefully at your résumé. If you do not get the interview, your résumé is not doing its job.

## Dos for a résumé

- Do include your name, address, phone number, & email address on your résumé
- Do make sure your résumé is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your résumé
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your résumé is brief, well organized, and focused on the position for which you are applying

## Do not's for a résumé

- Do not include a date; you should put a date on your cover letter, not your résumé
- Do not include personal pronouns such as “I” in your résumé
- Do not include abbreviations in the body of your résumé
- Do not include personal information such as height, weight, social security number, driver's license number, race, religion, marital status or political affiliation
- Do not include miscellaneous details such as salary requirements, supervisor's name and title, marital status, number of children, hobbies or sports interests

## RÉSUMÉ WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create, and type your résumé. Let us begin to assemble the nuts and bolts of your résumé.

Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your résumé. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

**Skills:** Skills are things you can do, as well as things you know and have experience doing. **List any skills you have that can help you do the type of work you want to do:** Think about what you can do; review job descriptions for ideas or look up a past job title or the job title of the job you want on O\*NET at <http://online.onetcenter.org> if you need help to identify your skills.

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**Transferable Skills\*:**

**List any skills you have developed in school or in other positions that may help you in a new position.** \*Transferable skills are skills you learned or used in school, volunteering or in another position or job that may help you in your first job, your next job, or career. Be sure to use your own words to describe your transferable skills.

- On time to school/class/punctual       Complete assignments/meet deadlines
- Research information/gather data       Prepare equipment for sports/set up work area
- Play sports/teamwork       Write papers/prepare written reports
- Organize homework assignments to complete on time/organize priorities
- Turn in completed school work/completed assigned work
- Supervise younger children/class projects/lead and manage situations and projects

What other transferable skills do you have? List your additional skills below.

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**Personal Attributes or Characteristics:** These may be important to an employer. Think about the traits you may have that an employer would find desirable.

**Check those that apply and be sure to add to the list.** You may wish to use these attributes or characteristics as you develop a summary statement.

- Works well with others       Dependable
- Honest       Friendly
- Enthusiastic       Independent thinker
- Hard worker       Follows directions & rules
- Listens well       Respectful
- On the Honor Roll       Earns good grades
- Gets work done without instruction       Asks questions

**Computer Skills or Other Technical Skills:** Technical skills, at least basic computer skills are used in jobs at all levels in today’s workplace and may be important to an employer. If you need to learn basic computer skills, improve or upgrade your computer skills, review the Valleyworks Career Center Events Workshop Calendar for computer related workshops, or seek assistance from the staff at a Valleyworks Career Center to sign up for our computer training workshops, use our Self-Paced Learning Lab or Stand-Alone Computers in the Resource Room to learn new skills or update your current skills.

**Check the computer skills you have and be sure to add to the list.**

- |                                   |                                     |                                   |
|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> MS Word  | <input type="checkbox"/> MS Access  | <input type="checkbox"/> Internet |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Email    | <input type="checkbox"/> Outlook    | <input type="checkbox"/> _____    |

**Additional Skills:** Everyone has skills. Review job openings and list any other skills you have that may be important to an employer. **List any other skills that might help you on a job.** Review old job descriptions and performance evaluations, ask friends, co-workers, teachers or look up your job title on O\*NET at <http://online.onetcenter.org> if you need help to identify your skills.

_____	_____
_____	_____

**Summary Statement:** It is very important to communicate your value to a potential employer. On your resume a Summary Statement at the beginning of your résumé is an excellent way to demonstrate your value. A Summary Statement consists of several brief sentences that focus the reader’s attention on the most important qualities, achievements and abilities you have to offer. Résumés are quickly scanned during the initial review, making it very important that your résumé effectively “sell” your credentials. Writing a powerful summary statement about your accomplishments, qualities, skills and the value you bring to the employer and sharing your experience, transferable skills, or special knowledge related to the job you are targeting helps you stand out and hand the interview. Draft your summary below and answer the question – **what can you do for the employer?**

**SUMMARY**

_____
_____
_____
_____
_____
_____

**Experience:** Employers are interested in the type of school experiences you have, or the work you are doing, or have done, as well as the name of the organization or company where you volunteered or worked, when you did the work, and the type of experience you gained. List your most recent volunteer, school, or job experience first.

Be sure to list school activities and volunteer experience as well as paid work experience. If you lack paid work experience, list chores, school activities and volunteer experience that you may have. For example, if you volunteer on Saturday at the animal shelter, you can add that experience to your résumé. You do not have to be paid to count it as experience. List any experience you have below:

**Your most recent volunteer, school experience or work experience should be listed first!**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to: \_\_\_\_\_

**Year** (When job started)

**Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

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List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

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**Earlier volunteer or work experience**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to: \_\_\_\_\_

**Year** (When job started)

**Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

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List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

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**Earlier work experience or volunteer experience**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to: \_\_\_\_\_  
**Year** (When job started) **Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

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List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

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**Education:** Employers are interested in your education in general terms and as it relates to the type of work you are seeking. If your education has prepared you for work in a specific company, a specific type of business and/or specific industry it will be important to highlight your education and the experience that you have gained in school on your résumé. If you lack work experience your education and volunteer experiences will be very important parts of your résumé. List your highest level of education first.

**Special Course or Vocational Training/Education**

Current Status or Degree/Certificate Completed: (list year, completed if in the last 3 years, you may also include your expected graduation date if currently in school): \_\_\_\_\_

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Major or Subjects you are Studying: \_\_\_\_\_

Graduated (list year, if in the last 3 years): \_\_\_\_\_

Class Standing/GPA (list if relevant to the position or field): \_\_\_\_\_

Honors, Awards, Achievements or Activities: \_\_\_\_\_

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**High School**

High School Diploma  Yes  No  HiSet [formally GED]  currently attending

Current Grade or Last Grade Completed: (list year you expect to graduate if currently in school): \_\_\_\_\_

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Honors, Awards, Achievements or Activities: \_\_\_\_\_

**Other Training or Relevant Activities:** Employers are interested in the training you have received in general terms, and as it relates to the type of work you are seeking. This can be a very important section of your resume, if your work experience is limited. Have you received leadership or other specific training in school or as part of a club or volunteer organization? If so, include in this section.

List any school activity, vocational training, on-the-job training, military training, other formal training, student leadership training, sports team, clubs or other specific school courses:

Name of Activity, Vocational or Training School: \_\_\_\_\_

City/State: \_\_\_\_\_

Courses taken: \_\_\_\_\_ Dates from: \_\_\_\_\_ To: \_\_\_\_\_

Licenses or Certificates held: \_\_\_\_\_

**School Activities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Activities, Service Organizations or Achievements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List your most important achievement to date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Your references should be work, volunteer or school related. Contact three (3) people who are willing to be a reference for you. You will need to ask each person for their complete name, title, address, phone number and e-mail address. Record the information below.

Your references should be people whom you have worked with or who know you well are willing to speak about the quality of your work and your skills and or your character. Select people such as a current or prior supervisor, a personal reference such as a neighbor, a landlord or someone who lives in your community, a coach or a teacher. **Family members should not be used as references.**

**Do not include anyone you have not spoken to ahead of time, or anyone who will not give you a good reference!**

Upon completing your résumé send each of your references a letter thanking them for agreeing to be your reference. Be sure to include in the letter information about the type of job you are seeking and enclose a copy of your résumé.

Work Reference

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # Day: \_\_\_\_\_  
Phone # Evening or Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Educational or School Reference

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # Day: \_\_\_\_\_  
Phone # Evening or Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Personal Reference

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # Day: \_\_\_\_\_  
Phone # Evening or Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_



Now you are ready to use all the data you have gathered and prepare the information about your experience, school activities and achievements into a one-page skills résumé. Use the résumé draft format on page 9 and fill in the blanks. Select the most important data, accomplishments and skills to communicate your value, skills, and experience a basic résumé format. This is a format accepted by most employers.

The final step in creating your basic skills résumé will be to use a computer and type your basic résumé. With a basic one-page résumé you have the minimum information you need to begin your job search.

To create a more competitive résumé for yourself you can explore other styles, by doing research or attending other workshops to learn more about résumé formats. In the future you can create a plan to keep your résumé up to date and create targeted versions of your résumé that reflect your style, and other résumé formats favored within a particular industry, profession or employer.

Everyone needs a current résumé at all times. If you have questions or need help please let our staff know; we will be happy to assist in your efforts. Be sure the information is **accurate**. Take the time to look up anything you are not sure of: dates, locations, proper titles, spelling, etc. Before you begin page 9 review the tips below.

### **KEEP IT SIMPLE**

- Be sure the job title you use is easily understandable by your reader (i.e., Stock Clerk vs. Clerk III) or provide a one line explanation of your role
- Do not use unfamiliar vocabulary, select familiar words and words that apply to the job and duties you did and words you use when you speak or write
- Use bullet points with short phrases

### **FOLLOW THE RIGHT FORM**

- It is best to write in complete sentences, however you may use short action phrases to list your accomplishments if selecting a list format
- Avoid repeating the same action verb
  
- **Do not use personal pronouns**
- When describing a current position, use the present tense and use the past tense when describing a past employment
- Keep the length to one or two pages
- Update your résumé every three months, even if you are not actively looking for a job

### **MAKE IT LOOK GOOD**

- Use standard 8 ½" X 11-inch bond paper, 24 lb.
- Use a matching envelope when mailing your résumé
- Typeface should be easy to read (Times New Roman, Arial, and Tahoma). Avoid the fancy script-like fonts
- Use black ink
- Font-size should be 10 -12 points
- Highlight section headers with boldface type
- Be consistent, use single spacing for individual statements and double spacing between sections

## <Résumé Draft Format>

First Name	Last Name	
House number	Street	Apt. #
City, State and Zip Code		
Telephone Number		
Email Address		

### Summary

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### Skills

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### Work Experience or Volunteer Experience

Job Title		Years Employed YYYY	to	YYYY
Name of Company or Organization	,	City and State		

Job Title		Years Employed YYYY	to	YYYY
Name of Company or Organization	,	City and State		

Job Title		Years Employed YYYY	to	YYYY
Name of Company or Organization	,	City and State		

### Education and/or Training

Name of Diploma or Degree		Name of School		City and State
Name of Diploma or Degree	,	Name of School	,	City and State

### Awards, Achievements, and/or other Activities

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## **SAMPLE - BASIC RÉSUMÉ**

### **Jamie Garza**

2101 Main Street  
Lawrence, MA 01843  
978.722.1234  
jamiegarza@yahoo.com

#### **Summary**

Highly motivated and dedicated Certified Nursing Assistant. Works well in team setting as well as individually, known for being dependable and punctual. Trustworthy sincere individual, who during recent training program demonstrated consistent professionalism and high marks within all clinical evaluations and enjoys assisting and caring for patients.

#### **Skills**

Kind and Caring  
Deliver Medication  
Prepare Food  
Serve Food

Feed, Bathe, Dress Patients  
Move Patients Safely  
Record Vital Signs  
Clean Examination Rooms

Change Linens  
Complete Reports  
Collect Specimens  
Work with Others

#### **Work Experience**

**Certified Nurse Aide (CNA)** 2013 – Present  
ABC Nursing Home, Lawrence, MA

#### **Volunteer Activities and Service Organization Experience**

**Cleaning Assistant** Summer 2011, 2012  
Brown House for Seniors, Methuen, MA  
Awarded Brown House "Volunteer of the Year" 2012

#### **Education and Training**

Nurse Aide Certification - CNA, American Red Cross  
Lawrence, MA

American Red Cross Relief Aide Training, American Red Cross  
Lawrence, MA

Lawrence High School – Senior Will Graduate: 2015  
Lawrence, MA

**SAMPLE - BASIC RÉSUMÉ**  
**(First Job No Work Experience)**

**Fredrick “Freddy” Brown**

111 Main Street  
Lawrence, MA 01843  
978.722.1234  
freddybrown@yahoo.com

**Summary**

Two years experience working with a Master Carpenter, acquired on the job knowledge and training. Performed entry level and advanced tasks including door and window framing. An organized carpenter who pays attention to detail, and follows directions and is known for completing assignments on time and monitoring the worksite for items that need to be prepared for the phase of work; received recognition for exceeding standards for clean work sites and tool preparation.

**Skills**

Follows Safety Standards	Woodworking	Math Skills
Maintains Clean Worksite	Customer Relations	Good Communicator
Painting	Material Handling	Cost Control
Tile Setting	Solving Problems	Basic Supervision
Using Power Tools	Landscaping	Snow Removal

**Computer Skills**

Proficient with Microsoft Word, Excel, and PowerPoint, Internet, Email, and Scheduler®

**Education**

High School, Lawrence High School, Lawrence, MA Will Graduate: 2016

**Experience**

**Carpenter in Training** 2012 – 2013

Worked one weekend a month with a Master Carpenter - John Smith

Performing all assigned work and cleaning worksites. Lawrence, MA

**In-School Construction & Woodwork Classes** 2012 – 2013

Lawrence High School, Building & Shop Program

Internship with CCC Construction Co., Haverhill, MA

**Laborer** (after school & weekends) 2011 – 2013

Framing, painting, setting tile and cleaning work areas; worked with Sam Brown (Uncle), who was building a new home. Lawrence, MA

## **SAMPLE - BASIC RÉSUMÉ WITH ACHIEVEMENTS**

### **Ruth Smith**

100 East 22<sup>nd</sup> Street  
Methuen, MA 01844  
Home 978-555-0000  
rsmith@pretend-email.com

### **Summary**

Knowledgeable Library Assistant with two years volunteer experience. Proven ability to access information and retrieve data from the computer system. Strong organizational skills and was chosen to conduct presentations for library patrons on many topics including "How to Write a Research Paper". Received an award for the "Friendliest Library" an honor voted on by library patrons.

### **Skills**

Volunteer Coordination	Recruiting	Developed Training Programs
Problem-solving Skills	Public Speaking	Customer Relations
Organizational Skills	Marketing	New Program Development
Computer Skills	MS Word	MS Excel
MS Publisher	MS Access	Internet Research

### **Achievements**

- Identified method of reorganizing books donated to the library saving twenty-two (22) hours of time setting up the annual "Friends of the Library" fund raising event.
- Conduct presentations to various community groups and schools including 250 attendees over three (3) days for the "Books for Families" program.
- Set up a group of student volunteers to collect books for "Books for Families" in five (5) local schools and increased the total number of books for the program by 15%.

### **Volunteer Experience**

#### **Library Assistant**

2011 – Present

Hillside Library, Hillside, MA

Investigate and resolve patrons' computer problem in the library computer lab

Read to children during family reading hours

Make presentations on library services

Complete assigned duties

Organize events for the library

### **Education**

High School Senior, Methuen High School, Methuen, MA

Will Graduate: 2015

## **SAMPLE - BASIC REFERENCE PAGE**

### **Ruth Smith**

100 East 22<sup>nd</sup> Street  
Methuen, MA 01844  
Home 978-555-0000  
rsmith@pretend-email.com

### **References**

Ms. Mariah Fisch  
Assistant Vice President  
National Steel Corporation  
4001 Edison Lakes Parkway  
Lawrence, MA 01840-3340  
978-555-3200  
mfisch@nsc.com

Mr. C. Benjamín Riley  
Senior Project Manager  
Sprint Corporation  
2330 Shawnee Mission Pkwy  
Methuen, MA 01844  
978-555-2903  
riley@sprint.com

Dr. Scott Handy  
Math Teacher  
Methuen High School  
Methuen, MA 01844  
561-555-2029  
shandy@suny.rochester.edu

Ms. Carol Ledoux  
High School Teacher  
456 Butterfly Lane  
Westfield, MA 12345  
413-456-2589  
carolonbutterflylane@aol.com

## WHERE TO FIND ADDITIONAL ASSISTANCE TO COMPLETE OR IMPROVE YOUR RÉSUMÉ

If you have completed this worksheet and are wondering what to do next, here are a few suggestions:

### ATTEND A WORKSHOP

ValleyWorks Career Center has many options to assist you. You can attend one or all of our workshops about résumés. Review the workshop descriptions online at [www.valleyworks.cc](http://www.valleyworks.cc), pick up a Workshop and Events Calendar, or ask a staff person to help you select the best workshop to meet your needs.

If you are new to résumé writing or have not written a résumé in many years and need help with a résumé you may want to attend one or all of the workshops on résumés.

- **Work Ready Youth Workshop** is designed to help you prepare for employment, to achieve success in your new position and to assist you to complete and type a basic résumé. You must attend the entire workshop and complete a résumé to earn a Work Ready Youth (WRY) certificate. Completion of a Work Ready Youth Certificate is an eligibility requirement for many Youth programs and highly recommended for all programs.
- **Résumé Basics Workshop** is designed to help anyone who has completed a résumé worksheet, create a basic one page résumé. During the workshop you will use a MS Word template to draft a basic one page résumé and draft a reference page. You can use the basic one page résumé meet with an Employment Specialist or to contact potential employers directly. Depending on the type of job you are seeking, the draft can also be a foundation document you take to the next level to create a more competitive résumé.
- **Résumé Writing Beyond Basics Workshop** is designed to help anyone with a typed résumé completed during a Résumé Basics Workshop or on your own, update or improve the résumé. The goal is making your résumé more competitive and fine tuning your résumé. A wise man once said “There is not a résumé on paper that could not be improved”. In this workshop you identify how to highlight your skills and experience, select the best format for your selected job search focus, compose a summary statement, develop accomplishment statements and enhance your résumé overall to compete in today’s marketplace. This workshop includes tips on handling unique career transition situations.
- **A Résumé Critique** is designed to provide one-on-one feedback on your résumé. It offers feedback and suggestions you can make to enhance your résumé. This is a fee based service. The fee for the service is \$30.00. If interested in this service, contact the front desk to set an appointment, provide a copy of the résumé to be critiqued, and pay the fee to secure an appointment.

### Résumé Software

- **RésuméMaker®** - The RésuméMaker Software is available on selected computers in our Resource Room and in our Self-Paced Learning Services Lab. This software helps you create a résumé using the tools many professional Résumé Writers use to create résumés, or draft a résumé using RésuméMaker software in a guided session with an instructor. RésuméMaker software provides help with phases and formats to target specific jobs, and specific industries. You can enhance an old résumé using an electronic file to avoid retyping the résumé, as well as create a new résumé or quickly change the look of a résumé. This powerful software can also help with cover letters, prepare for an interview or salary negotiation, and search for job opportunities.
- **WinWay®** - The WinWay Software is available in our Self-Paced Learning Services Lab. This software helps you create a résumé, cover letters, prepare for an interview and search for job opportunities.

### USE OUR RESOURCE ROOM

RésuméMaker® Software is available on selected computers in our Resource Room. Check with the Resource Room Desk to get started using this software. The software will guide you through the steps to create a résumé, save the résumé to your electronic storage device, print it, and help you create unique cover letters to mail, email or fax with your résumé to possible employers.