

## Preparing a Resume

### 1. Getting started

- i) Fully examine the job description and look at the skills and other experiences required for the position
- ii) Write down your experiences that are relevant to the position

### 2. Create your resume sections

- i) If you are a student, use your .edu email address
- ii) Section order: Education and awards, Work and Leadership Experience, Activities, Skills, and Interests
- iii) Remove and add sections based upon your experience: if you are not involved in clubs then you do not need an activities section

### 3. Fill in your information

- i) Chronological order from most to least recent
- ii) If you are beyond your first year of college, you do not need your high school experience unless it is very relevant

### 4. Edit and refine

- i) Have someone proofread

### What to include in your resume

- I) Contact Information: name, city and state, phone, and email address
- II) Work experience
  - Names, dates employed, responsibilities
  - Do not forget to include applicable volunteer and extracurricular activities
- III) Soft and Hard Skills
  - Soft skills are those that come naturally i.e., time management, teamwork
  - Hard skills are those that you develop through education and hands-on experience i.e., Microsoft Office, Computer coding, Marketing skills
- IV) Education
- V) Achievements, awards, and affiliations, if relevant

## Zoe Applicant

555 Main Street • Jacksonville, FL 33333 • (123) 456-7890 • zoe.applicant@email.com

---

### RETAIL SALESPERSON

*Bringing energy, enthusiasm, and problem-solving skills to any position*

High-achieving student-athlete seeking an entry-level position in retail sales. Key skills include:

- Distance runner with a strong work ethic
- Problem solver
- Leadership experience
- Fast learner

### EDUCATION & CREDENTIALS

BEACH HIGH SCHOOL, *Jacksonville, FL*

Diploma expected 2022

#### Awards & Honors

- Honor Roll, each of first three years of high school
- Second-place award in Duval County Literary Criticism Essay Contest

#### Skills & Certifications

- Microsoft Office Suite
- Adobe Creative Suite
- CPR
- PADI (scuba diving)

#### Activities

- Three-year member of the cross-country team, co-captain as a junior
- Three-year member of track & field team with fourth year projected
- Three-year member of the school newspaper staff, entertainment editor as a junior
- Two-year member of the school's Gay-Straight Alliance (GSA)

### PROFESSIONAL EXPERIENCE

CITY OF JACKSONVILLE BEACH, *Jacksonville Beach, FL*

**LIFEGUARD** (June 2020—Present) Monitor beaches and respond to swimmers or beachgoers in need of assistance.

JONES FAMILY, *Jacksonville, FL*

**BABYSITTER** (February 2018—Present) For more than three years, have regularly cared for three children aged 4-11 when parents are away.

