**English 4 Blizzard Bag #2: Resume**

A resume is a written compilation of your education, work experience, credentials, and accomplishments and is used to apply for jobs. A resume always accompanies your cover letter (Blizzard Bag #2) to give a job or university a full glimpse into who you are.

An example can be seen on the second page

Before starting your resume:

* Make a list of your skills and abilities
* List your high school education experience, including special classes you have taken
* List your work experience including position title, employer, dates of employment and job duties
* List your volunteer and community activities including the name of the organization, dates of service and duties performed
* List your references including names, relationship to you and phone numbers. (Do not use close relatives or friends your age.)

Things to consider for your resume:

* Use the Tab key, rather than the space bar, to keep things neatly aligned
* Double check for grammar, spelling and convention errors
* Limit your résumé to one page
* Be sure to ask permission to use someone as a reference
* When listing references, use full names and phone numbers
* Use professional terms for job names (child care rather than babysitter)
* Use dynamic verbs for you
* Do not include your email if it has violent or sexual innuendo in the address
* Volunteer activities can be included under the experience category
* If you need to cut items from the résumé, remove the least important and oldest ones

**FirstName LastName**

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: [phjones@vacapp.com](mailto:phjones@vacapp.com)

**Education**

Arlington High School, Arlington, Virginia

2006 – 2010

**Experience**

**Sales Associate, The Retail Store June 2008 – Present**

• Maintain and restock inventory.

• Provide customer service.

• Operate computerized cash register system.

**Child Care**

**2007 - Present**

• Provide child care for several families after school, weekends and during school vacations.

**Achievements**

• National Honor Society: 2008, 2009, 2010

• Academic Honor Roll: 2006 - 2010

**Volunteer Experience**

• Big Brother / Big Sisters

• Arlington Literacy Program

• Run for Life

**Interests / Activities**

• Member of Arlington High School Tennis Team

• Girl Scout

• Piano

**Computer Skills**

• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet