How to Write a Resume

1. Write a list of all experiences and skills you have. This could be volunteer work, extra curriculars, school clubs, or part time jobs. Include any soft or hard skills as well as awards you may have received.
   a. **Soft skill**: Personal attributes that help a person effectively work with others
      i. Communication, Teamwork, Time Management, Create Thinking, etc.
   b. **Hard skill**: Learned abilities acquired through practice and education
      i. Knowledge in GIS, Microsoft Office, Adobe Suites, Certification, Foreign Language, etc.
2. Categorize your list into different sections you may want to include. What should always be included in a resume is your contact information, relevant experience, and education; the rest you can pick and choose.
   a. Summary or Objective
   b. Volunteer Experience
   c. Honors and Awards
   d. Extra Curriculars
   e. Skills and Languages
   f. Certifications
3. Pick a template or create your own and plug in your information. There are free templates on Microsoft Word, Google Docs, and Canva.com.
   a. Pick a template that is clean and will stand out to an employer
   b. Rearrange and reformat templates if need be
4. Have 3-5 bullets for each experience describing what your role was.
   a. Use the same tense for each verb (either past or present)
   b. Choose strong and different verbs when you can
      i. Example: "**Worked** in a team…" > "**Collaborated** with…"
   c. **Tip**: Use language from job ad to match your resume
   d. **Tip**: Use numbers where appropriate
      i. Example: "Organized over 20 volunteers for annual clean up event"
5. When formatting your resume…
   a. Use 1-2 fonts and make sure they are coordinated. Subject lines should be one font and one size, and bullets should be one font and one size
   b. Use font sizes 9-11 (except for your name, make that stand out)
   c. Make sure information fits into one page
   d. Acceptable fonts are Times New Roman, Helvetica, Cambria, etc.
      i. Unacceptable fonts are Curlz, Scripts, Comic Sans, etc.
6. Proofread before you send anything to an employer
   a. Ask a teacher, parent, or friend to look it over and provide feedback

SCHUYLKILL RIVER GREENWAYS NATIONAL HERITAGE AREA