



Pacific Christian Secondary School
Graduation Transitions 12
Resumé

As part of the Career and Life section of Graduation Transitions 12, design a resumé that highlights your education, interests and skills. This resumé should be a good indicator of the type of employee you will be and an accurate reflection of who you see yourself to be at this time.

Some Things to Remember:

- Your resumé should be free of all errors. The first cut of applicants is often made by discarding the resúmes with errors. Proofread! Also, have somebody with good reading and writing skills check over your resume.
- Your resumé should be 1 – 2 pages in length. Be concise. Include names and contact information for 3 personal references. These referees should be able to speak about your character, skills and interests. Always obtain permission before placing a referee's name on your resumé.
- Make your resumé attractive:
 - Use a good quality paper to help your resume stand out.
 - Use a font style and size that is both attractive and easy to read.
 - Use consistent spacing for the various sections of the resume.

The following page shows one possible style of resumé and the sections to include. Check out the *Resource Page* at the end of this document for places to view different types of resumes.

SAMPLE RESUMÉ

Name
Address
Phone/email

Objective:

This section tells the reader about which position you are applying for. It should show that you have a good understanding of the job you are interested in. You may cater this section to a type of employment (retail sales) or to a specific position within a company.

Qualifications:

In this section, demonstrate how your skills and abilities fit with those necessary to do the job effectively that you are applying for. This section will include both soft skills (attitudes, character etc.) and hard skills (computer literacy, recognized qualifications etc.)

Education:

This is the spot to highlight your educational history. Schools attended awards and scholarships should all be included in this section.

Experience:

Your life experience is important to an employer. The more you can say about your relevant experience, the clearer the picture the employer will have of you. This section may include volunteer or work experience. Provide the names of the organization in which you have experience.

Interests:

This section gives the reader a fuller picture of the type of person you are. Let them know you are a well rounded person by communicating a full picture of yourself

Reference:

Provide three referees who can support the information you have included in your resume. Provide contact information for each.