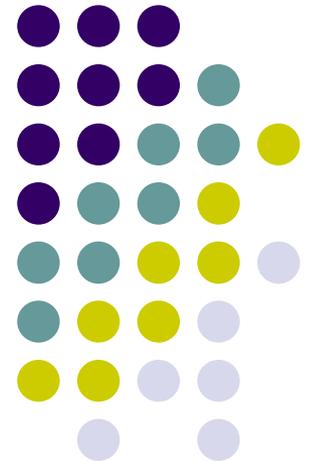
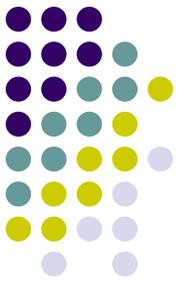


Knowing What a Resume' Is and Why You Need One

- Your resume' can make you more confident of your skills, abilities and experience.
- It can help you impress managers and educators who interview you!
- Your resume' will open the door to an interview!

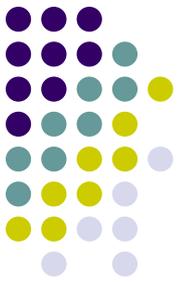


If You Don't Have A Resume'



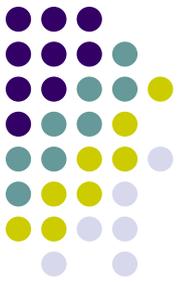
- You won't have a neat, organized way to let people know about your education, experience, and skills.
 - A good resume' makes it easy for you to share this information whenever you need to.

Definitions Of A High School Student's Resume' - What to Include



- One 8 1/2 x 11 sheet of paper that gives a summary of:
 - your high school courses
 - grades
 - academic honors
 - extracurricular activities (if relevant to job)
 - sports participation
 - work experience
 - volunteer experience, and special skills.

Definitions Of A High School Student's Resume' - What to Include



- Complete contact information:
 - Street address, City, State, Zip Code
 - Phone Number WITH area code
 - Can include an on-line phone and cell phone

Example of a proper address (NOTE: each word starts with a **capital letter**, in address format California is ALWAYS > **CA** <

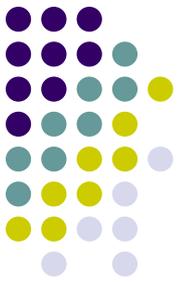
21508 Centre Pointe Parkway
Apartment C
Santa Clarita, CA 91350

Example of a proper phone number (ALWAYS include **AREA CODE**):

(661) 555-1212

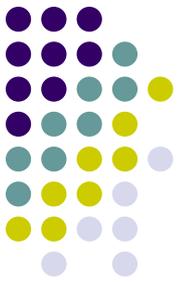
Example of a proper e-mail: **rsmith@yahoo.com**

What NOT to Include in A RESUME'



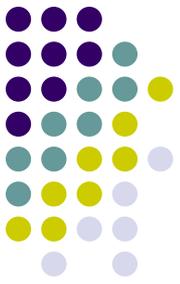
- **DO NOT include personal information**
 - No - “Nick Names” (example: Taylor “Ty\$” Smith)
 - NO salary
 - Do not include court ordered community service
 - References
 - on resume state: “Available upon request”
 - names, etc., are listed on a separate “References” document
 - references cannot include family members
 - No - religious affiliation
 - No - marital status (married/single/divorced)
 - No - parental status (mom/dad)
 - No - age
 - No - weight, hair color, other personal characteristics (unless you are going for a modeling position?)
 - No - Social security number
 - No - Credit rating

Unacceptable e-mail + voice mail message

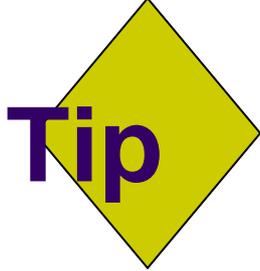


- Make sure your e-mail address is appropriate.
 - Appropriate – rsmith@yahoo.com
 - Inappropriate –
 - partygirl@yahoo.com
 - budman@yahoo.com
- Voice mail messages must be appropriate
 - Appropriate –
 - Hello, you have reached Taylor Smith, please leave your name and phone number and I will return your call as soon as possible
 - Inappropriate –
 - Hey, what's up? Dude, leave your message and I'll give you a call sometime. Later!
 - Music playing in the background or before the voicemail message – may be cute the first time – generally annoying

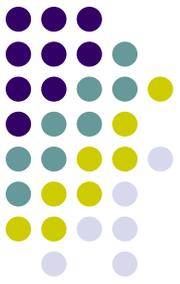
Why a Resume´ Is So Important



- A resume´ helps you
 - Keep track of your education and work experience
 - Recognize your skills, interests, and accomplishments
 - Save time by attaching your resume´ to application forms instead of filling out the forms completely
 - Make informed college and career choices
 - Feel good about yourself and what you have done!

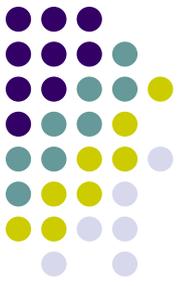


Tip



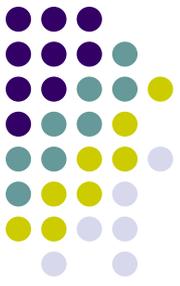
- You may want to update your resume´ as often as every six months throughout high school. You can easily revise your resume´ as you add jobs, skills, courses, honors, internships and activities.
- Your resume´ will grow and change as your career and jobs change.
- People continue to use a resume´ throughout their lives. How is your high school resume´ different from one written by a person who is already working?

Ways to Use a Resume´



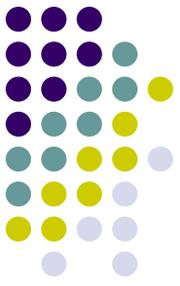
- Applying for Jobs
 - A good resume´ makes looking for work much easier. Many employers will be impressed if you have a resume´ as a high school student.
 - To apply for a job, you should e-mail, mail, or hand-deliver your resume´ and cover letter to the employer.

Ways to Use a Resume´



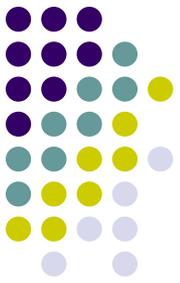
- Online Job Applications and Resumes - You can use several different methods to submit a resume´ (unformatted vs. formatted resume).
 - Many employers now ask that you send your resume´ by e-mail (unformatted)
 - You can apply for jobs online by copying and pasting your resume´ into an online resume´ builder that the company supplies (unformatted).
 - You can mail the resume´ (formatted—it must be beautiful/professional😊). Use an envelope that’s a little larger than your resume´ so you don’t have to fold it

Ways to Use a Resume´



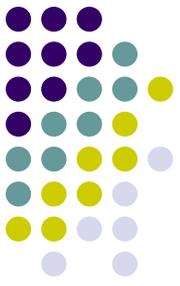
- To find a job:
 - Write to the human resources director of a potential employer and ask if the company is hiring summer or part-time high school students. Remember, it can't hurt to ask! You may even find a job that is not advertised, and you may find that the employer has a need you can fill.
 - Also, you may hear about an opening from someone you know, or you might speak to the employer before sending your resume´ .

Ways to Use a Resume´

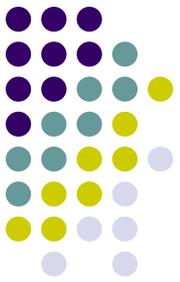
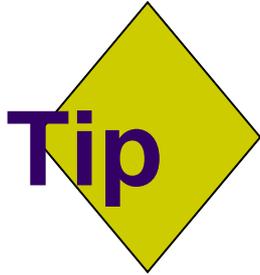


- To Find a Job....
 - You can also find jobs by contacting an employer without having an appointment. Doing this is called “cold calling.”
 - If you walk in the door of a potential employer and ask for work, you most likely will not get an interview. But you can still introduce yourself to the employee you first see when you come in.
 - Give the person a copy of your resume´ and explain that you are looking for part-time work. Ask the person to please relay your message and give your resume´ to the manager.

Ways to Use a Resume´

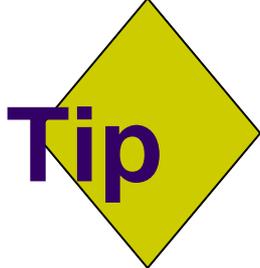


- To Find a Job...
 - You can also use the Internet, yellow pages, newspapers, and local business research to find jobs.
 - You may respond to classified ads online or by mail, or you may contact a business that you know hires students.
 - If you see an interesting ad in a newspaper or online, send your resume´ in the mail or by e-mail. Also send a cover letter.
 - Let the company or individual know you´re interested and available.

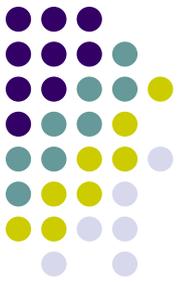


- Even if a company uses job applications, attach your resume' to the application. This will save you time and will impress the person who reviews the application.
- Keep your jobs, courses, and references up-to-date. Some employers require the job application, but it is okay to attach a resume'

.



Tip



- Be ready with a resume´ all the time. Many people are looking for hard-working students.
- You may get job information from your parents, friends of your parents, your friends´ parents, business owners, and local businesses.
- A resume´ is icing on the cake. These people may think you´d be a good worker, but your resume´ pulls everything together and proves that you are!

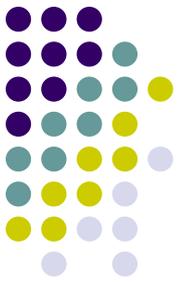


Applying for Internships

- An internship is a job, sometimes with pay and sometimes without.
- An internship helps you learn a specific task and become familiar with a certain industry. The person or group you work for usually trains you and spends extra time with you.
- An internship can give you valuable experience now and help you get a job later. An added benefit is that it will help you develop references for your resume´ .
- Most internships require that you apply online. You will be asked to post your resume´ to a database or send the resume´ by e-mail to an internship coordinator.

!! COC: CWEE program !!

Internships/Summer Jobs/Jobs

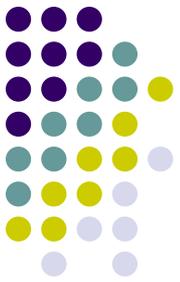


See: internjobs.com

Summer Job:
aboutjobs.com

Local: Snagajob.com

- Local Staffing Companies:
 - Sage [Staffing](#)
 - Barrington [Services](#)
 - Quantum [Staffing](#)
- City of Santa Clarita [!!](#)
 - Summer [jobs](#) & volunteer opportunities



Local Staffing Companies

- Sage Staffing:
<http://www.sagestaffing.com/candidate.htm>
- Quantum Staffing:
<http://www.quantumstaffinginc.com/jobseekers.php>
- Barrington:
<http://www.barringtonstaffing.com/HTML/Jobs.aspx>