

## Put Together a Resume

Many students think a **resume** is something you do when you're older and have more experience. However, having a **resume** helps you get your job search organized, it helps you focus on your skills and what you have to offer, and it gives employers a chance to find out a little more about you than what appears on your job application form. It also shows you have a little extra initiative, which doesn't hurt.

Putting a **resume** together takes time. Expect to spend 3-4 hours gathering all the information you need and typing it into a **resume** format. There are **resume** sites on the internet and a template on Microsoft Publisher which can be used for formatting or you can use the template provided on the ensuing pages. Employ Florida Marketplace <https://www.employflorida.com/> is a great place to go and create a **resume**.

Use the questions below to collect all the information you will need for your **resume**. Then look at the examples on the following pages to see how to set up your **resume**.

### **EXERCISE:**

#### **Resume Information**

Complete the information below. You can organize your information in one of two ways. Either create a word document with the steps clearly labeled or put the information on 3x5 cards. Both ways allow you to update and make changes when necessary.

#### **Step 1: Complete Address**

List your local address and phone number (including area code). Also list your e-mail address. Many employers will use e-mail as a point of contact.

If you do not already have an e-mail address or if your e-mail address uses a pseudonym, now would be a good time to create an e-mail address which clearly belongs to you. **For example: John\_Smith@yahoo.com not surferguy89@yahoo.com.** The reason is twofold.

- If you are communicating by e-mail an employer will immediately know who is sending the e-mail.
- Putting your name indicates business rather than play.

#### **Step 2: Education (on your resume, you will list your most recent first)**

For each educational institution you have attended beginning with your current school, list the following:

- Name/Location
- Dates attended
- Degree/credits/GPA (if above a 2.0)

For high school, add information about extra-curricular activities such as sports and clubs in which you participate.

If you have taken any special classes outside of regular school, such as a computer class, be sure to list those too.

### **Step 3: Work Experience (on your resume, you will list the most recent first)**

For each employer, list the following:

- Business address, phone number, contact person.
- Dates you worked there.
- Description of work experience, responsibilities.

If you have not held a formal job before, include informal jobs (such as baby-sitting or lawn mowing) and any volunteer work you have done.

### **Step 4: Work skills – What You Have to Offer**

Think about what you know, what you do best, what you like best. Are you good at talking with people? Can you stay focused and pay close attention to detail? Are you very committed and dedicated? Are you on time and dependable? These are things employers care about and need to know before they hire someone.

### **Step 5: Goals**

No, the correct answer is not “to earn money!” Even though potential employers assume you want to earn money, they also want to know your goals and objectives are and if they fit with their businesses. They want to know what you want from a job – other than money!

Some jobs offer entry level positions that can lead to positions further up in the company or industry. If you want to be an accountant and intend for your college degree to be in accounting you might wish to apply to work in a company as an accounting clerk. If you wish to be a licensed contractor you might seek employment at a store where contractors shop or apply for jobs as a laborer for a contractor. Bankers often begin as tellers. Becoming familiar with your goal from the point of view of an entry level position is a good idea. You know what you would like to do. Make that dream a reality by seeking work that puts you in contact with companies and people who are already in your employment field.

## Business Plan

Once you have decided on your ownership structure, it is time to consider your market and where you fit in it... Who, for example, is your **competition** and what are their strengths and weaknesses? What customers are you hoping to attract? What are the age, income and geographic location of those customers? How will your business operate? Are you planning on having a store or will your business be mobile? Will you go to your customers or will they come to you? Do you plan on having **employees** or will you use **sub-contractors**? How will you market your product? How will customers know of your existence? Will you advertise and if so how? What resources will be needed to make your **marketing** strategy possible? Use the chart to begin considering what you will need. Check out websites that might take advertising, and look into how much flyers will cost.

You can use this template to research and plan your business:

Research of Competition	Who else is in the industry?	Their Strengths
		Their Weaknesses
	Type of Customers	Income
		Age
Geographical Area		
Your plan	Vision: What are you building? Within the next ____ years, I will _____	
	Mission Statement: Why does the business exist? This is your short pitch!	
	Strategies: What will make your business successful over time?	Objectives: How will you measure your success?
	Action Plans: What is the work to be done (publicity, <b>marketing</b> , product, service, contracts, etc.)?	