**Writing a Resume**

Microsoft Word has a number of templates.  In Word 2007, go to the coloured icon at the top left.  Click on New and, when the new screen pops up, scroll down, on the left, to Resumes and CVs (This should be a similar process in other versions of Word).  Find the one that suits you.  The "Situation Specific" link contains some very simple High School resumes.  You might start there.

Services Canada also has a [**resume builder site (Links to an external site.)**](https://seekers.jobbank.gc.ca/commun-common/connection-login.aspx?target=ResumeBuilder&lang=en-CA).  You will need to create an account to get started.

**Be careful with submitting online resumes or applications to .com or commercial sites.  They may not be secure and someone could steal your identity, which will leave you with a big mess to clean up**.

Résumé writing is as much about knowing what not to include, as it is about knowing what to include.  [Here are a few don’ts (Links to an external site.)](http://www.desjardins.com/en/a_propos/carrieres/postuler/cv-eviter-erreurs.jsp) to check over before you submit your resume.

Creating Resumes

A résumé is the summary of your education, employment history, skills, and accomplishments. It is the story of you. It is also a living document because it will change every time you acquire new knowledge, a new skill or a new job. The purpose of a résumé is to give a prospective employer a snapshot of what you have done and what you have the ability to do. When combined with a cover letter, it becomes an effective marketing tool, one that is marketing you.

A résumé should make a good first impression and make the employer want to know more about you. How can you accomplish this?

• Make it short: it should be no more than one or two pages.
• Organize it: the information should be coherent and presented in an attractive and tidy way.
• Focus it for the employer: show how your skills and accomplishments can benefit an employer.
• Have proof: be able to prove every statement about yourself with a specific, recent example.

There are three main types of résumés:

1. **Chronological**:

• Lists education, skills, and experience in reverse chronological order (the most recent experience first) with the focus on relevant experience.

2. **Skills Based**:

• Lists skills and talents in order of importance. This form is more suited to those with limited experience.

3. **Combination:**

• The most common format combines prominent skills and relevant experience with the most recent history presented first.

## Resume Information

Employers, looking for workers still in high school, are not going to expect to see too much on a resume.  The examples listed below, from sites around the world, show that lack of experience common among most high school students:

[**Resume example (Links to an external site.)**](http://elibrary.sd71.bc.ca/careers/Planning_10/Planning_10_Unit_3_-_m_sample_resume.pdf)- from SD#71
[**My first resume (Links to an external site.)**](http://www.careerfaqs.com.au/careers/sample-resumes-and-cover-letters/my-first-resume/) - from careerfaqs.com.au
[**Sample resume (Links to an external site.)**](http://jobsearch.about.com/library/samples/blhsresume.htm):  High School - from about.com
[**Two samples (Links to an external site.)**](http://www.alec.co.uk/resume-examples/high-school-resume-samples.htm):  High School - from alec.co.uk

The idea you need to keep in mind, is that each year you are building on your experiences.  Your resume should document your growing experiences. (So keep a copy of it. It will help you to remember some of the companies or organizations you worked for and some of the people you might want to use as references.)  You can compare the difference between high school students and college students through these examples:

[**College resume sample 1 (Links to an external site.)**](http://www.senecacollege.ca/student/careerservices/students/resume.html) - from the Senaca College, Ontario
[**College resume information (Links to an external site.)**](http://www.bcit.ca/ses/students/resources.shtml) - from BCIT

Keeping track of your experiences will save you time when you start doing the work needed to complete the Graduation Transitions.  (A well documented resume can form the outline for a significant portion of your Grad Transition Plan.)

## Act Ethically

You can be fired, even if it is years later, if you make false claims on your resume!  The following link, titled [**Ethics 101 (Links to an external site.)**](http://blog.gocollege.com/2008/12/08/ethics-101-resume-integrity-an-important-matter/) - from gocollege.com, describes what happened to a coach in the United States when his falsehoods caught up to him.  Here is a bit of advice on [**ethics (Links to an external site.)**](http://careerplanning.about.com/od/resumewriting/a/resume_lies_2.htm) from about.com.

## Act Safely

Be careful about submitting online resumes or applications to .com or commercial sites. They may not be secure and someone could steal your identity, which will leave you with a big mess to clean up. Never put your date of birth in your resume.

## Email Addresses

These final links, from [Pongo (Links to an external site.)](http://www.pongoresume.com/articles/56/good-and-bad-resumes-br-want-to-see-the-difference-.cfm) and [Lisa Vaas (Links to an external site.)](http://www.theladders.com/career-advice/13-ways-your-resume-can-say-im-unprofessional) (two employment advisers), have sections dealing with appropriate email addresses. Read them through and consider making changes if you need to.

Most jobs require either an application or a resume.  Remember to list all of the different skills and experiences that you have.  When times are tough, some employers get 20 or more applications for every job.  They are looking for things that make a difference.  So list everything reasonable.  Don't just cover the big items, because most other applications will have these and you will not stand out.