CAREER EXPLORATION & DEVELOPMENT

Tips to make your resume stand out:

★ Make it Relevant: Tailor each resume to the position you are applying to.
★ Keep it Readable: Stick with a simple document with clean formatting.
★ Be consistent: The font you use should be the same throughout the resume. Periods aren't necessary, but if you use them, use them throughout

Resume Builder Worksheet

Section 1: Contact Info (First, Last, City, State, LinkedIn)

Section 2: Certifications/Skills (Ex. Billingual, CPR, Forklift)

Section 3: Education

Section 4: Relevant Experience (Experience related to the job)

Section 5: Additional Experience (Other work experience)

Section 6: Community Service (Volunteer experience, student organizations)