

# Writing Your Resumé

*Using the Resumé template given, put in all of **your** information in the document using the guidelines listed below.*

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- **Highlight education.** If you are a student or recent student, your education is one of your greatest assets. Put the “Education” section of your resumé towards the top of the page. Bloom Carroll High School and Class of 2020 is filled out for you. You need to state your GPA and any academic achievements.
- **Emphasize all related experience.** You might have limited work experience, but you have plenty of other experiences you can draw on. Think about clubs you have participated in, internships you have held, and volunteer positions you have worked. All of these can be listed under “Experience.”
- **Skills Identification.** Identify any employability skills that you possess from the list below:
  - Reliability
  - Teamwork/Collaboration
  - Leadership
  - Oral & Written Communication
  - Work Ethic
  - Critical Thinking/Problem Solving
  - Creativity/Innovation
  - Digital Technology
- **Activities & Achievements.** Beneath each activity, you can list some of the responsibilities you held in that position. However, go beyond simply saying what you did. List any achievements that prove you can add value to an organization. For example, perhaps you won “Student of the Month.”