# Resume and Resources

Funded By:

THE ACCELERATOR
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Through The:

CFOS
Friends of the Orange County Youth Bureau

CFOS:
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# Getting Started

- Format: Many Free Standard Resume Templates Available; Check Your Guidance Office Or Local Library
- Font: Choose Something Straight Forward And Clear.  Use Same Font Throughout The Resume
- Short/concise: One Page Is Ideal, Two-page Max
- Well Organized: Separate Categories And Bullet Points
- Spelling And Grammar: Check, Double Check And Triple Check

# Contact Section

- Name: Your Name

- E-mail: Use A Simple Address, Set-up A New One If Necessary.
  - Good= Jsmith@gmail.com
  - Bad= Fortnitemaster@blahblah.com or ilovespongbob@something.com
  - Create A Separate E-mail From Your School Account

- Phone: Make Sure Your Voicemail Is Set Up.
  - Record A Simple & Clear Outgoing Message, Check Mailbox Regularly And Make Sure It Isn't Full

- Social Media: Do Not Include Your Twitter Or Instagram
  - Anticipate Potential Employers Searching For You On Social Media Platforms

# Education

**School:** Name Of School, Including Boces And / or Other Specialized Training Programs

**Date:** Anticipated Date Of Graduation

# Experience

**Jobs, Internships & Volunteering:**

Name And Locations

**Start & End Dates:**

Month And Year

**Duties & Responsibilities:**

- Operated Cash Register
- Stocked Shelves

- Include Babysitting, Mowing A Neighbor's Lawn Or Shoveling Snow
- Always Do Your Best To Leave Each Job Or Volunteer Opportunity On Good Terms.
- This Assures Good References For The Future

# Trainings, Special Talents & Skills

- Second Language, Including Sign Language
- First Aid, CPR, Certified Lifeguard, Baby Sitting Training
- Computer Skills, PowerPoint, Coding, Microsoft Word, Excel and Publisher

# Activities And Interests

- Play Team Or Individual Sports
- School Clubs
- ROTC
- Church, Temple Or Mosque Youth Group
- 4-H
- Boy/girl Scouts
- Boys & Girls Club
- Leadership Academy
- Library Book Club
- Play Musical Instrument, Djing
- Theater, Dance, Singing
- Illustrating, Poetry
- Gardening, Cooking
- Building Drones, Video Production
- Painting, Carpentry, Working On Cars
- Hiking, Hunting, Biking, Riding Horses, Fishing, Camping, Sailing
- Training Or Raising Animals

# References: Professional & Personal

*Reference: An adult who can vouch for your honesty, work ethic, punctuality and reliability*

## Professional

- Previous or Current Employer
- Supervisor or Coordinator of a Volunteer Opportunity you participated in.
- Friend or Neighbor who hired you for side jobs. Example: Baby Sitting, Mowing, Shoveling Snow and/or Painting

## Personal

- Coach
- After School Club Leader
- Leader of Religious Youth Group
- Music or Dance Teacher

- Important: Keep Their Names And Current Contact Information.
- Ask If You Can Use Them As A Reference.
- Do Not Include Your Mother, Father, Grandma, Grandpa Or Aunt Becky

# Extra Tips & Reminders

- **Always Keep An Updated Digitally Stored Copy Of Your Resume On Your Computer Or Device.** Even Keep A Copy On A Flash Drive For Easy Access And Portability, So You Can Print A Copy If You're Away From Your Computer

- **Think Of Your Resume As A Living Document;** Every Time You Add A New Job, Volunteer Opportunity, Internship, Skill, Training And/or Reference – Add It While It Is Still Fresh In Your Mind

- **Clean Up All Of Your Social Media Platforms!** Delete Any Photos, Comments, Tags, Etc. That Might Reflect Negatively Upon You To A Potential Employer

- **Its Always A Good Idea To Keep Printed Copies Of Your Resume Handy On Good Quality Paper.** You Never Know When An Employment Opportunity Will Present Itself

# Questions?

- **Q: If I'm Applying On-line, And They Don't Ask For A Resume, Why Do I Need One?**
- A: While Applying On-line, You Can Pull Up Your Resume And Easily Access Much Of The Information You Will Need To Include In The Application.  You Can Even Copy And Paste The Information Over To The Application

- **Q: What If I Am Just Applying In Person For A Job At A Local Pizza Shop, Ice Cream Parlor Or Fast-food Restaurant, Do I Still Need To Bring A Resume?**
- A: It Might Feel Odd Walking Into A Small Local Business With A Resume, But It Could Be Very Helpful.  If You Are Sitting Down In The Store Filling Out A Paper Application, It's A Lot Easier To Remember Valuable Information If You Have A Printed Copy Of Your Resume Next To You That You Can Refer To

- **Q: Where Can I Find More Information On Improving My Existing Resume Or Creating A New One?**
- A: Look Out For Other Videos In This Series That Explore Resume Writing In Greater Detail. Also, Ask Your Guidance Counselor Or Check Your Local Library For Free Resume Templates

# THANK YOU

For More Information, Contact the OCYB at:

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