

RESUME ROUGH DRAFT

Activity- Using your marketing notebook you will print neatly a Resume Rough draft, Exactly as shown below. If something doesn't apply to you then leave it blank and not label.

PERSONAL INFORMATION

Your Current street address
City, State and zip code
Home and/or cell phone #
Email address (use your name and keep it professional)

EDUCATION

include only current High School

GRADES

(Include only if your g.p.a. if you have a 3.0 or higher)

PROFESSIONAL EXPERIENCE

(note- type most recent job and work back in time)
Dates Company Name City
Job Title

PROFESSIONAL MEMBERSHIPS

List all membership organizations you belong to & Year
Ex: Deca- An Association of Marketing Students- 2015-2116

EXTRA-CURRICULAR ACTIVITIES

list any after school sports or cheerleading teams you are actively involved.

INTERESTS AND ACTIVITIES

List hobbies you currently have. (reading, tennis, soccer, gaming, triathlons .)

SKILLS

Typing skills -words per minute?
Computer Literacy: Microsoft Office, Excel, PowerPoint,
CPR certified?, First-Aid certified?
Multi-tasking skills
Organization skills, work well under pressure.

AWARDS RECEIVED

list awards and year received.

LANGUAGES

List any other foreign languages you speak fluently.
DO NOT include English.

References available upon request.

Tips for Preparing a resume on next page.....

TIPS FOR WRITING A PROFESSIONAL RESUME

1. Use only an email that includes your full name (First and Last)
ex: Taylorswift@gmail.com
2. Always capitalize People, places, and things! Ex: Your street address
3. Never abbreviate in a resume. Ex: Cir. Is Circle
4. Never use the word I in a resume. Ex: Speak fluent Spanish.
5. Always include Dates for everything listed in a resume, like work experience.
6. Always use the most recent information first and then work backwards. For instance, list your most recent job and then list the 2nd most recent job you had.
7. **Volunteer Experience:** If no professional work experience then use Volunteer Experience. Also include the most important information first.
8. **Awards:** Only list awards received in High School, not in Middle School.
9. At the bottom of your resume must type- ***References available upon request.***
10. **Grades:** Only list your grades if 3.0 or higher. Ex: 3.0 g.p.a. (weighted)
11. **Typing speed-** recommend going online to test your typing speed; next document your accurate typing speed on your resume.
12. **Never lie on a resume.** It will eventually catch up to you and you may be fired from your job!
13. Proofread your resume for any mistakes. Your resume must be perfect and free from any mistakes!