Instructions to Create a Simple Resume:

Before you begin, please understand that these instructions are meant to help you quickly format a resume. Therefore all information will be typed in first, and then you will go back and change formatting in Step 2.

STEP 1: YOUR INFORMATION

Section 1 - Contact Information:

1. Open a new 'Word' document and 'save as' '*your name resume*'. Then, type in:
2. First and last name, *hit enter*
3. House # and street name, *hit enter*, City (insert comma), state, and zip code, *hit enter*
4. Phone number (*be sure to include your area code) *hit enter*
5. Email address (if you use one regularly and it's appropriate), *hit enter twice*

Section 2 - Objective:

1. Type the word 'Objective:' & on same line…
2. Keep it Simple
3. Always begin with a verb. For example:
   a. To obtain employment….
   b. To gain experience….

Hit enter twice

> **NOTE:** Objectives are optional, but can benefit those with limited experience. Only include an objective if it's meaningful for the job or jobs you are applying for. *For the purpose of this activity*, include an objective that for a position you desire related to your Tech program.

Section 3 – Education:

1. Type 'Education' *& hit enter*
2. Type high school name. On the same line: type the city (comma), state and date you will or did graduate (example May 2013). You may choose to show dates of attendance instead (ex. August 2009 – May 2013. Remember: dates should always include month & year). *Hit enter*
3. Type 'High School Diploma Expected' or 'Diploma Expected'. (You may choose to list the date here instead of on the line with your high school name. This is purely preferential.) *Hit enter*
4. *May* include a list of courses if they apply to the job or make you look good. *Hit enter twice*
5. Type 'Heartland Technical Academy', Decatur, (comma) IL & the dates you attended (month & year) *hit enter*
6. Type your program name. *Hit enter*
7. May include a line of skills learned in your program (recommended). *Hit enter twice*

Section 4 – Experience:

1. Type 'Experience', 'Work Experience' or 'Work History' *hit enter*
2. Start with your current or most recent job (use info from your application)
3. Type the company name, City (comma) State, dates (by month & year) *hit enter*
4. Type your job title *Hit enter*
5. List the most important tasks you performed on the job. Start each one with a verb (see action verbs list) *Hit enter twice*
6. Repeat for each job

Section 5 – Skills (If your resume is short, you can also include another heading 'Activities/Hobbies')

1. Type 'Skills'
2. Don't go overboard (3 to 5)
3. List each skill and *hit enter after each. Hit enter twice at the end of the list*

Section 6 – References:

1. Type 'References Available Upon Request'
2. **OR** on a second sheet of paper (which you may complete later). List 3 References as such:

   Name
   Title
   Company
   Street # & Street Name
   City, State Zip Code
   Phone Number
   Email (if known)

STEP 2: FORMATTING:

☞ Before you start formatting, **SAVE** the file and review: Did you capitalize all names? Did you spell everything correctly? You may include as some or all of these suggestions depending on your personal preferences:

1. Change all the headings to all capital letters (yes, you will have to retype them). This includes the words OBJECTIVE, EDUCATION, EXPERIENCE, SKILLS, REFERNCES

2. Now highlight all those words and **'bold'** them (ctrl B or use toolbar)

3. Highlight the names of your schools and the employer names **'bold'** them (ctrl B)

4. Highlight the city, state and dates of your education and experience and **'bold'** them (ctrl B)

5. Use your 'tab' key to place spaces between the name, address and dates. Here is an example:
Heartland Technical Academy **Decatur, IL** **August 2007-Present**

6. You may choose to 'bold' or '*italic*' (ctrl I) the name of your Tech Academy program and your job titles

7. Under each job title you should have a short description of things you do at your job. You may wish to hit enter after each item and bullet the list (highlight and click on bullet icon at top of the screen). Make sure you capitalize the first word of each bullet and begin each one with an 'action verb'.

☞ Other Tips:

1. Now that your resume is done: Is it more then one page (not including references which may be on a separate page)? If it's longer then one page, you may want to go in and take out less important skills or bullets under each job.
2. Capitalize proper names (schools, places, company names).
3. Give your cell phone number as your number if it's the best way to reach you & list the area code.
4. Education – don't forget to include the Heartland Technical Academy in the school section (your program name is your 'degree') so you should have at least two school listed, your high school and the Tech Academy.
5. Include bulleted descriptions for your duties on your jobs (instead of sentences) and in the box provided for Education for your program here at the Tech Academy (list of skills you learned) – Don't use 'I', it's considered too personal, start your bullets with 'verb' (ex. Provided customer service).
6. Include volunteer or internship experiences, especially if they apply to the job you are seeking.
7. If you include a 'Skills', 'Activities' or 'Hobbies' section, only choose a couple.
8. Consider writing a cover letter if you are mailing your resume. An example can be found under 'Resources' on the 'Job Search tools' @ www.tech-academy.org