

# The Resume

Your resume and cover letter are your way of advertising or promoting yourself. High quality materials will help get you the interview. Each time you send a cover letter and resume, cc Ms. Farrar [Stacy\\_K\\_Farrar@mcpsmd.org](mailto:Stacy_K_Farrar@mcpsmd.org)

## **Resources**

Resume Tips from Intern Match <http://www.internmatch.com/guides/resume-templates-and-visual-guide>

Do's and Don'ts from WBJ <http://www.bizjournals.com/washington/print-edition/2013/11/29/for-the-love-of-the-job.html?page=all>

What is an Action Verb? <https://owl.english.purdue.edu/owl/resource/543/1/>

Resume Action Verbs <http://www.internmatch.com/guides/action-verbs>

## Planning Sheet for Resume

### Work

Position:	Company:	Dates:
What did you do there? To help you with your description, see list of action verbs.		

Position:	Company:	Dates:
What did you do there?		

### Volunteer Work

Position:	Company:	Dates:
What did you do there?		

### Extracurricular Activities and Awards

Club, Sport, Activity or Award	Description/What you did or accomplished

### Resume Do's

- Include personal attributes. Talk to someone who knows you well who can tell suggest things to include that you may have omitted.
- Use action verbs and be specific about your accomplishments.
- Be honest.
- Limit it to one page.
- Save it with a simple title such as Your Name\_Resume. Employers will see this when they download.
- Proofread. Make sure that it is free of errors.

*Remember that your resume is your way of promoting yourself. A high quality resume will help you get an interview. Need more tips? Visit the "Intern Match" website.*

**Your Name**

559 Doral Drive  
Silver Spring, MD 20910  
301 123 4567  
[yourname@gmail.com](mailto:yourname@gmail.com)

**Name in bold and larger font**

**Email address is simple and professional**

**Education:**

- Bethesda-Chevy Chase High School, Bethesda, Maryland
- Expected Graduation: June, 2012
- Student of the Month, Science Department, November, 2010

**Academic award included**

**Honors and Advanced Placement Courses:**

- Honors English, AP NSL Government
- Honors Biology, Honors US History

**Most recent jobs listed first**

**Strong action verbs**

**Description of work includes specifics**

**Work Experience:**

Homestead Farm, Darnestown, MD (2010)

- Performed odd jobs such as building barns and chicken coops
- Repaired machinery, ranging from 2 stroke lawn mowers, 4 stroke UTV's to large diesel engine tractors
- Cared for animals such as horses, pigs, cattle, goats, chickens, turkeys and ducks

Rockville Ice Skating Rink, Rockville MD (December 2008-2009)

- Sharpened skates
- Worked register, making accurate change and distributing skate passes
- Served as skate guard, maintaining order and administering first aid

**Specific names will catch eye of some employers and will be a way to connect**

**Leadership/Experiences:**

- Calleva Leadership Utah Mountain Biking Camp (2009)
  - Biked for 2 weeks through legendary terrain, including Slick Rock and Porcupine Rim, including the whole enchilada
  - Served as pioneers for the trip, helping design itinerary and stay within budget
  - Camped every night and carried own gear for the whole trip
- Calleva Leadership Camp (2008)
- Outdoor Experience Camp in New Hampshire
- Short term Internship in Middle School with Aquatic Biologist

**Skills:**

- Skilled bow hunter, mountain biker, and kayaker
- Fluent in Spanish and English

**Always include language and computer skills, if not listed elsewhere**

**Outdoor activities reveal more about him**

**Your Name**

6904 Sulky Ave.  
Chevy Chase, MD 20815  
(301) 867-5309 (home)  
(202) 888- 0000 (cell)  
[yourname@comcast.net](mailto:yourname@comcast.net)

### Education:

- Bethesda-Chevy Chase High School, Bethesda, Maryland
- Cumulative GPA: 3.86

**Solid GPA included**

### Relevant Honors and Advanced Placement Courses:

- AP Literature, AP Macro/Micro Economics, AP Statistics, AP Comparative Government
- AP Environmental Science, AP Language and Composition, AP Psychology

### Work and Volunteer Experience:

- Teacher, Adat Shalom Torah School (2011- Present)
  - Create weekly lesson plans
  - Educate students on curriculum subject matter, including Jewish history
  - Support students and be available as a resource to students to answer questions
- Member, B'nai B'rith Youth Organization (BBYO) (2008- Present)
  - Spirit Chair- encouraged spirit and sisterhood within the chapter
  - Treasurer- planned and organized all fundraisers, managed budget, reimbursed purchases etc.
  - Chapter *Sh'lichah* – organized all Jewish heritage, social action, and community service events/ activities; included planning a chapter convention, as well as various programs and community service events
- Teacher's Assistant, Adat Shalom Torah School (2008- 2011)
  - Aid teacher in setting and cleaning up classroom
  - Reinforce student knowledge of subject matter
  - Supervise and teach students (Ages 5-12)
- Babysitter, Local Families (Summers 2008 and 2009)
  - Supervised children ranging in age from two to nine, ensuring their safety
  - Interacted with children, playing games and doing art projects

**Note parallel structure for all jobs – position, name of company, dates**

**Detailed descriptions start with strong verbs**

**Babysitting demonstrates that applicant is responsible and that her neighbors trust her**

### Extracurricular Activities

- Co-founder/ Co-president of B-CC's Breaking the Cycle Club (BTC) (2010- Present)
  - Coordinate club meetings and events to raise awareness among students
- National Honor Society — B-CC Chapter (2010- Present)
  - Tutor peers on a weekly basis; help with test taking skills and course material, primarily English and Spanish
- School Girls Unite Club (2009- Present)
  - Promote a National Day of the Girl
  - Educate about women's rights around the world
- Crew Team (2009-present)
  - Collaborated with teammates to synchronize our movements
  - Served as captain, organizing practices and leading team to two regional championships
- Guitar (2007- Present)
  - Enrolled in private lessons and school course
  - Performed at Sunrise Senior Living Holiday Festival

**Extracurriculars and jobs are organized chronologically with most recent first**

**Note club leadership**

**Includes sport as way of demonstrating teamwork and collaboration**

**Playing an instrument shows that she is well-rounded and committed**

## Your Name

529 Angela Drive  
Bethesda, MD 20815  
(301) 123-4567 (Cell)  
[yourname@aol.com](mailto:yourname@aol.com)

Indicates that she is IB Diploma Candidate

### Education:

IB Diploma Candidate, Bethesda-Chevy Chase High School, Bethesda, Maryland

- Cumulative GPA: 3.5
- AP Language, AP Literature, AP Calculus AB, AP Environmental Science, AP NSL Government
- IB History 11 and 12, IB French 6 and 7, IB Psychology, IB Film 1 and 2

### Skills:

- Experienced in filmmaking; adept at Final Cut Editing Software
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher
- Competent in written and spoken French

Mentions Final Cut - specific software that is relevant to position

Includes Excel – many companies are looking for students who know how to use that and/or social media

### Leadership Roles:

Assistant Stage Manager and Stage Manager for five theater productions at Bethesda

- Assisted in rehearsals for production
- Organized and led Tech crews working backstage during productions
- Called cues during production
- Earned the Production Award, May 2011, for achievement in technical design

Student interested in position or theatre or film, so she lists this at top of resume and elaborates

### Work Experience:

Volunteer, SilverDocs Film Festival, AFI Silver Theater, Silver Spring MD (June 2010)

- Assisted with leading guests to and from various conferences
- Facilitated running screenings and assisting audiences at various screenings

Note parallel structure for all jobs – position, name of company, dates

Intern, Meckley Services, Alexandria VA (Summer 2010)

- Worked at Fort Myer for the General Flag Officer Quarters (GFOQ) and
- Designed and implemented warehouse management system, including categorizing and organizing items in a warehouse, photographing items, and cataloging items with descriptions.

Detailed descriptions start with strong verbs

Counselor, B-CC YMCA (2009)

- Supervised children between ages 3 and 9 and assisted in maintenance of projects and activities

### Other:

- Adapted script of an animated musical film into a theatrical script and explored publishing process for MYP Project
- Attended Sundance Film Festival, January 2011, went to various film screenings and technical panels

MYP Project is relevant to job she wants, so she includes it

Travel also relevant to position

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