

YOUTH RESUME BUILDER

Why should I write a resume? What will I need it for?

Resumes outline your skills and training, work experience, education, and, most importantly, the accomplishments **you** have made not only with past employers, but other accomplishments as well. It should also inform your prospective employers of your career objectives (the job you are seeking) and communicate in a concise manner the benefits you will bring to the job if hired.

Resume Writing

Writing and submitting a resume is your first introduction to your potential employer. It's the starting point for letting the employer know who you are, what skills you have, your interest in the position offered, and your fit within the organization. Companies can receive large volumes of resumes for any particular opening, so ensuring that your resume stands out amongst all the others is key to the prospects of being hired.

Larger companies typically use application tracking systems (ATS) which is a database that contains all the resumes received for an opened position, and periodically searches the database using keywords that populates a list of applicants. Smaller companies might read resumes manually, but still don't spend a lot of time reviewing each one. In either case, decisions on your resume and your fit for the open position are often made in seconds, so it's important to have an effective and impactful resume that increases your chances of being a candidate for the open position.

Let's begin with the basics on what your resume should include at minimum:

- 1. Contact information:** Your name, city and state, phone number, and email address should be prominently displayed on your resume. You should also include social media profile links (as long as you've cleaned them up beforehand) and your personal website or blog, if applicable.
- 2. Summary:** This section should be a brief paragraph (three to five sentences) that shows the value you bring by highlighting your skills. But rather than labeling it a "summary," simply use a headline that encapsulates your credentials. Be sure to tailor your resume summary to the specific job listing. Look at the listing and try to incorporate keywords from the listing in your resume summary. This will help the employer see how you are a good fit for the job.

3. **Skills:** You'll want to incorporate the right keywords so that your resume is optimized for application tracking systems (ATS), which employers use to screen job applications. Try to match your skills section to what appears in the job posting, along with listing your transferrable or soft skills (Communication, Critical Thinking, Multitasking, and Leadership).

4. **Professional/work experience:** When starting out with minimal or no formal work experience, you might find this section difficult to fill out. Here are some tips to get started on this category when you have little to no work experience.

- **Make an Outline.** Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them. Think of this as a brainstorming step and try to jot down as much down as you can.
- **Include Informal Work Experience.** If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money. Even if you didn't collect a regular paycheck, informal work still displays skills and your reliability as an employee.
- **Include All Your Activities.** It is important to draw upon all aspects of your life that show you have the right character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits.

If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

- **Promote Your Attitude and Performance.** Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience as a new job seeker. If you have perfect or near-perfect attendance and are punctual for school and other commitments, you might include language like "Compiled a perfect (or near-perfect) record for attendance" when describing an experience.

If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

5. **Education:** Designate a section at the bottom of your resume for this information. Simply write where you went or attend school, and your degree. And, if you graduated with honors, highlight it. If you've abandoned an educational program, list the number of credits completed or the type of study undertaken.

6. **Cover Letters:** Including a cover letter with your resume can set you apart from other candidates and give you an opportunity to show more of your personality to your potential employer. A resume tends to be fact-based and somewhat formal, but a cover letter can be infused with your personality to show how you fit within the culture of the organization you are seeking to be a part of. There are some employers whose application instructions state to not include a cover letter, so be sure to review the job details when applying.

Along with these basic requirements for a resume, there are also a few bonus or additional categories you can include, like: **Certifications, Honors and Awards, and References.**

There are multiple examples available of resumes for students, recent graduates or other individuals with little or no work experience that can be used as a guide to write your resume. Below is a listing of a few that can be accessed.

Free “No Work Experience” Resume Samples List:

<https://resumecompanion.com/resume-examples/high-school-student-resume-sample/> <https://www.thebalance.com/first-resume-example-with-no-work-experience-2063278> <https://www.template.net/business/resume/high-school-resume-template/>

Free Resume Writing Services

To make the resume writing process even easier, there are numerous free resume writing programs that can be used to build and format your resume, such as:

www.myperfectresume.com

www.resumegenius.com

www.resumecoach.com

After completing your resume, it's often helpful to share it with someone you trust or respect in a professional field or in your personal life who has some knowledge about resumes to provide you with feedback on ways you can improve your resume.

Attached at the end of this guide, is an example/template of an effective Resume.

About ICCS:

The **Illinois Coalition for Community Services (ICCS)** is an organization that is committed to the goal of reducing poverty and increasing community health and well-being through direct action, community organizing, and providing critical services to address the fundamental needs of the most disadvantaged.

Contact Us: Illinois Coalition for Community Services 913 S. Sixth Street, Springfield, Illinois, 62703 217-210-2301 www.iccscares.org

FIRST NAME LAST NAME

Address · Phone · Email

SUMMARY

This section should be a brief paragraph (three to five sentences) that shows the value you bring by highlighting your skills. But rather than labeling it a “summary,” simply use a headline that encapsulates your credentials.

EXPERIENCE

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR

DEGREE/DIPLOMA, SCHOOL

It’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR

DEGREE TITLE, SCHOOL

It’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

- List your strengths relevant for the role you’re applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

Use **action words** to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing.

achieved	designed	maintained	selected
acquired	developed	managed	separated
adapted	devised	marketed	set up
addressed	discovered	minimized	simplified
administered	doubled	motivated	solved
analyzed	drafted	negotiated	surveyed
anticipated	edited	obtained	staffed
assembled	eliminated	operated	supervise
assisted	enforced	organized	taught
audited	established	originated	tested
budgeted	evaluated	oversaw	trained
calculated	expanded	performed	used
centralized	explained	planned	
changed	forecasted	prevented	
collaborated	formed	produced	
composed	founded	programmed	
condensed	generated	promoted	
conducted	guided	provided	
constructed	hired	publicized	
contracted	implemented	published	
converted	improved	recruited	
coordinated	informed	reorganized	
created	insured	reported	
cultivated	interpreted	researched	
demonstrated	interviewed	resolved	
	launched	reviewed	