**M5 Lesson 4: Building a Resume**

Maybe by now you've decided to go start thinking about applying for part-time jobs, or maybe you just want to be prepared for the future? Either way, your first step should be building a resume!

Some students don't feel that they have enough information to put on a resume, but you may be surprised! You have many transferable skills that you use in your life that you may not even be aware of. In all of your educational and extra-curricular activities you develop skills - the trick is just restating those skills into those that employers want!

***But what is a resume, and why is it important?***

Your resume is your most important tool when applying for a job. It doesn't matter how qualified you are, or how much experience you have - if your resume is poorly presented or badly written, you're going to have trouble even getting an interview! Taking the time to work on your resume is really important. Your resume needs to be a reflection of what makes you **you**! A professional resume can make the difference between being at the top or the bottom of the pile to be called in for an interview.

In a short amount of space, your resume needs to demonstrate a lot of things about you. It should provide evidence of your employability skills and how you meet the job and the organization`s requirements. It also needs to show that you have the qualifications, skills, experience and education that is required for the position. Lastly, your resume will show that you have the maturity and professionalism needed for the job.

***How long should a resume be?***

A resume varies in length depending on your experience and education, and there really is no set length for a resume. However, being in Grade 9, you likely don't have a ton of experience behind you, so it is best to keep to one page. Having a one page resume can be beneficial to you - being busy, a lot of the time managers don't take the time to read Page 2.

***What should go in a resume?***

There is no set formula for the order of your resume sections, however keep in mind that your most important information (and the information that you would like to be read first) should go first!

One of the more common orders for a resume is:

1. *Contact details* - including your name, full address (with postal code), home telephone number, cell number and email.
2. *Objective or summary of skills* - start by not telling them what you want, but instead what you could offer. For example "Objective: to use my excellent interpersonal and organizational skills in a part time position at Starbucks"
3. *Educational qualifications* - include the school you are attending, relevant classes you are taking, and any extra-curricular activities you take part in.
4. *List of key skills* - don't forget both your personal skills and your technical skills!
5. *Employment history / volunteering / work placements* - include any work or volunteer experience. Don't forget to have the name of the organization, your position title, dates, and a few points about your responsibilities.
6. *References/referees -*don't make the mistake of putting "References Available Upon Request". Make it easy for the organization to contact your references. Have at least three references available such as people you have worked or volunteered for, family friends or neighbours. DO NOT have family members as references - it is not viewed as professional. Lastly, please make sure you ask your references if they are comfortable acting as a reference on your behalf before adding their contact information to your resume.

Take a look at a couple sample resumes:

<https://www.thebalancecareers.com/student-resume-examples-and-templates-2063555>

<https://resumecompanion.com/resume-examples/high-school-student-resume-sample/>

<https://www.mass.edu/gearup/documents/WritingaResume.pdf>

and watch a short video by Vancouver teacher Colin Dobbs on resume writing:

<https://www.youtube.com/watch?time_continue=1&v=tA4NDrTbrs8>

**Complete the Module 5 Lesson 4 Assignment**