

RÉSUMÉ

A résumé is one of the most important tools in your search for job shadowing, internships, college opportunities, or jobs. Its purpose is to persuade employers or college representatives to learn more about you and call for an interview. Your résumé and cover letter are often viewed as a first impression. Make it a good one!

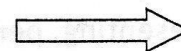
A GOOD RÉSUMÉ PRESENTS:

- ☑ Who you are
- ☑ The kind of position or opportunity you are seeking
- ☑ Skills and accomplishments you possess
- ☑ A list of education and training credentials
- ☑ A list of previous volunteer and work experience

GENERAL DO'S AND DON'TS

DO	DON'T
Provide concise, accurate, positive information	Lie or exaggerate
Stress skills and accomplishments	Include salary history
Research and use keywords related to the position you currently work or past positions	Use the same résumé for everything – change the objective to meet the position desired
Make the résumé attractive and easy to read	Use small type or overcrowd margins
Have someone proofread it	Include references unless otherwise instructed to include them
Include an appropriate e-mail address on the résumé	Overdo use of bold and italics
Have references available on a separate sheet of paper for the interview. Include at least three people, not relatives, who have recognized your skills, accomplishments, or personal qualities.	Use pronouns or abbreviations
Always include a cover letter with your résumé <i>Not required for the College Fair</i>	Forget that every part of the process reflects on you!

Sample Resume on reverse side



Enloe Eagle

128 Clarendon Crescent

Raleigh, NC 27610

919.856.7918

EnloeEagle@xxxxx.com

OBJECTIVE: To obtain a degree in Accounting at a 4-year College or University

EDUCATION: William G. Enloe High School, Raleigh, NC
Class of 2012

EXPERIENCE:

2007-present **Score Board Keeper & Concession Stand Cashier**

Sports Unlimited of Winston Salem

Runs the scoreboard

Runs concession stands

2010-Present **Youth Ministry President**

Springfield Baptist Church, Knightdale, NC

Assists Choir Director

Facilitates youth athletic activities

Plans youth outreach programs

2005-2009 **Junior Staff**

Boys & Girls Club of Raleigh, Raleigh NC

Responsible for the homework room

Created games and activities

Attended workshops

Facilitated cooking classes

Taught smart moves

ACTIVITIES:

2011- present Member of Enloe High School Step Team

2011- present Enloe High School Fashion Show- Director of Music

2009- present Member of Future Leaders of America(FBLA)

2009- 2011 Varsity Women's Basketball

2008- 2009 Junior Varsity Girls' Basketball Team

SKILLS:

Proficient in Microsoft Office, types (65mph), good written & oral communicator, presenting, performing arts, technology, singing, dancing, leading and motivating