



Resumes

WHY DO I NEED ONE? HOW CAN I MAKE ONE?

What is a Resume?

2

Think of a Resume as
a "*self-advertisement*"

It is meant to
clearly show all
your applicable:

SKILLSETS

EXPERIENCE

EDUCATION

INTERESTS

+

First Resume?

4

So how do you start?

Let's start with skills:



(that way we brainstorm what experience you can include...)

HOBBIES/INTEREST-BASED SKILLS

LITERAL SKILL BRAINSTORM

Think through activities you like to do in your free-time?

Coding?

Music?

A Sport?

Gaming?

Art?

Writing?

What makes you good at those activities?

Critical Analysis?
Consistency and Practice?

Ability to adapt strategies quickly?
Attention to Detail?

Teamwork?
Creativity?

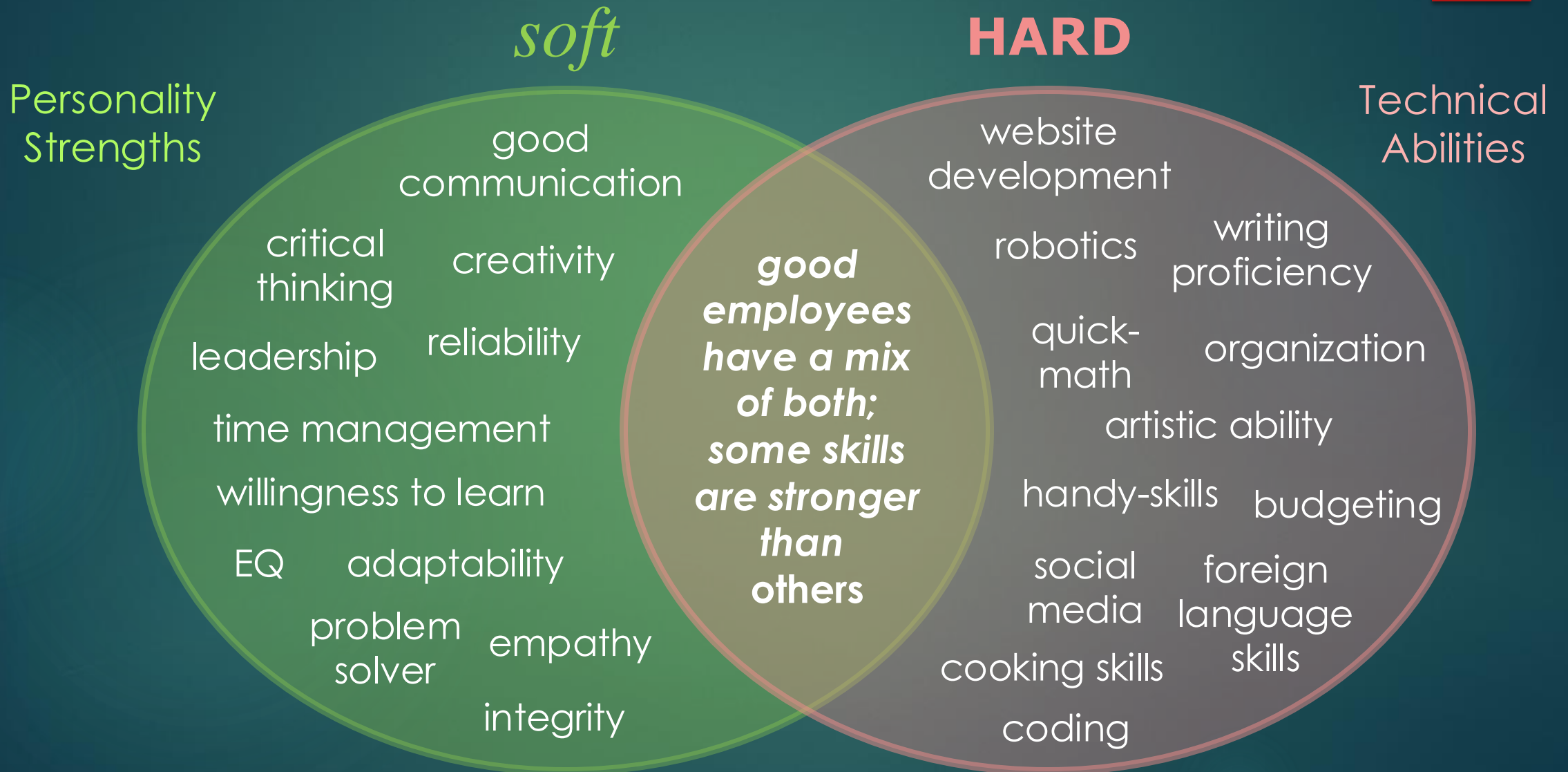
soft skills

v.

HARD SKILLS



Soft v. Hard Skills



Examples of *interests* generating *applicable skills*:

EX 1: GAMING

EX 2: DANCE

| SOFT SKILLS | HARD SKILLS |
|---|--|
| problem solving /critical-thinking skills | computer programming |
| communication /coordination <i>(team-based games)</i> | Hand-eye coordination/ Manual dexterity |
| time management <i>(when levels have a time limit)</i> | quick response timing <i>(general mental/physical reflexes)</i> |

| SOFT SKILLS | HARD SKILLS |
|--|--|
| self-discipline /dedication | Costume maintenance /design |
| creativity /problem solving | Managing community events (competitions) |
| Accountability <i>(knowing your performance effects the rest)</i> | visual/auditory skills <i>(matching sound to movement, ability to harmonize two different elements)</i> |

TASK 1:

Take out a piece of paper/open a word doc and **list out:**

- ▶ 3 hobbies and/or interests of yours

Use the list of hobbies/interests you just made to **brainstorm:**

- ▶ 3 *soft* skills you use and have
- ▶ 3 **hard** skills you use and have



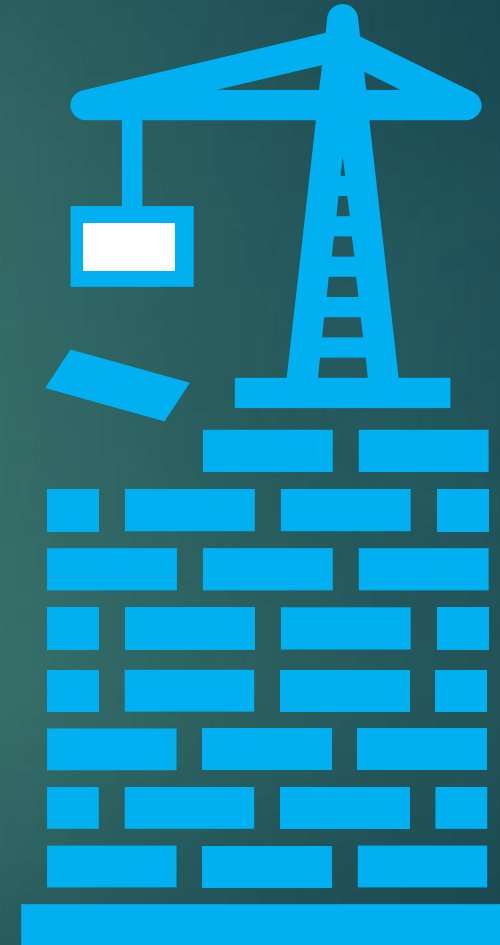


EXPERIENCE

What = previous experience?

Activities / Extracurricular / Small Jobs— That Add To Work Experience Traits Like

- Organization
- Leadership
- Time management
- Teamwork/collaboration
- Clear communication with others/your employer



Examples:

Babysitter

- Time Management
- Problem Solving
- Interpersonal Skills
- Creativity (*making up activities for the kids*)

Pet-Sitter

- Personal Responsibility (*keeping track of all you need to do to take care of the pet(s)*)
- Clear communication with upper-management (*how you communicate with the Owners*)

Camp Counselor

- Conflict Resolution (*between campers*)
- Clear Communication
- Team Management (*of other counselors and campers*)

Shop Assistant

- Task management
- Product Fluency (*you know about what you are selling*)
- Customer Service Skills (*encompasses interpersonal – communication skills*)

(If you have any experience shadowing or helping-out working family members – a great + easy addition to your resume)

Club Leader

- Leadership
- Project and Team Management (*both included in managing a club (all activities and participants)*)
- Creativity (*speaks to the focus of the club*)
- Initiative/Ambition (*you are creating your work/facilitating your club*)

Team Captain

- Team Leadership
- Collaboration
- Conflict Resolution (*this could also be between team members and coaches—an example of "Managing Up"*)

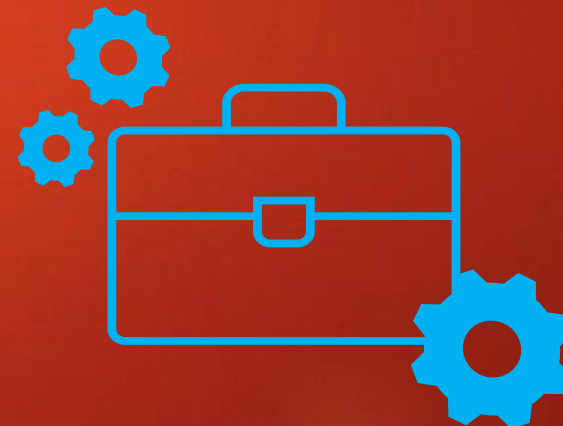
TASK 2:

With the same piece of paper/word doc from TASK 1 - **brainstorm:**

- ▶ *(At least)* 2-3 examples of 'work experience' that could have generated applicable skills (hard/soft)

Under each brainstormed example of 'experience' - **list out:**

- ▶ *(At least)* 3-4 skills you gained, used and/or had to master while doing said experience/work



Formatting & Basic-Info:

12

- NAME AS HEADER
- PHONE # AND/OR EMAIL YOU REGULARLY CHECK
 - (Email should be your school email address, or one that clearly shows your given name/has no personalized nicknames (ex. Doglover@gmail.Com))
- TYPICALLY, ONE PAGE
 - Why? Employers often receive many resumes,
 - So you want to make it quick and easy for them to absorb your information THEREFORE format and wording MATTER EXAMPLE

JOHN DOE

School Address:
100 Smith Ave,
Rockville, MD 20850
(240) 123-4567

john.doe@gmail.com

Permanent Address:
200 Brown St, #201
Rockville, MD 20850
(240) 456-7891

EDUCATION

High School

Springfield, MD | *September 2028*

Smith High School | Grade-9 | **GPA 3.53**

Courses: *Geometry, Spanish 2, English, Biology, American History,*

EXPERIENCE

X Summer Camp | *Summer Education Center*
Camp Counselor

Rockville, MD | *June – August 2024*

- Participated in productive team management
- Successfully practiced how to adapt creatively to solving problems when issues arose during activity periods and with the campers in general.

Caretaker | *Personal Hire*

Bethesda, MD | *September – November 2022*

Baby-sitter

- Supported effective conflict resolution and facilitated the importance of compromise.
- Successfully practiced how to adapt creatively to solving problems when issues arose under my care.
- Prioritized responsible time management and physical safety practices
- Communicated clearly and effectively when needing clarification or help from my employer for the benefit of myself and the child under my care.
- Comfortably navigated a kitchen setting in preparing meals and snacks.

Pet Sitter | *Personal Hire*

Rockville, MD | *August – December 2022*

Dog Walker

- Effectively managed time for scheduled feedings, outside activity, and overnight care
- Responsibly followed and practiced specified directions from employer concerning pet
- Maintained flexibility and willingness to meet client's needs.

SKILLS

Hard Skills:

Language: *Fluency*—Spanish conversation, comprehension, written communication

Media: *Advanced*—software familiarity with multiple social media platforms

Interests: *Music production; Soccer; Virtual Gaming and Collaborative Strategy*

Intrapersonal Skills:

Empathy | Reliability | Patience | Creativity | Attention to Detail | Critical Thinking

Resume Example

TASK 3: YOUR RESUME!

Find the [Resume Template](#) in the "**Resources**" folder on the Dashboard

1. Make a [copy](#) of the Resume Template
2. [Edit](#) Template accordingly with your:

red text
shows
where you
can add-in
your info*

- Personal Information
- Education Level
- Work Experience
- Additional Skillsets



OTHER RESOURCES

▶ MCPS:

○ Student Resources

- [Sample cover letter:](#)
- [Sample resume](#)
- [Internship Coordinators by School](#)
- [Counselor Recommendation Form](#)
- [Teacher Recommendation Form](#)

▶ MWE <https://mwejobs.maryland.gov/vosnet/Default.aspx>

- Scroll down and click "**Create Resume**" under job seekers and it can walk you through it for their database