

# How to Write a Resume



An Informational Video

# The Parts of the Resume

A resume has different sections that summarize the relevant information about you:

- Heading
- Education
- Qualifications/Skills
- Work Experience
- Leadership Experience
- Volunteer Experience
- References

# Heading

- First and last name
- Address
- Phone Number
- Email

# Education

- Education you have completed
  - If high school:
    - Name of school, year you graduated
  - If college/trade school:
    - Name of school, year you graduated
    - (The years you attended and amount of credit hours finished if you didn't graduate)
  - If didn't finish high school:
    - Name of school, the years you attended

## What are soft skills?

Skills necessary for working with others;  
interpersonal skills; not unique to any one job

\*\*Team working abilities, communication,  
problem-solving

## What are hard skills?

Skills necessary for doing specific job duties;  
can see them being used while working

\*\*Running a cash register, lifting a certain number of  
pounds, cutting meat, knowing a computer program

# Qualifications/ Skills

- Highlight your **soft skills** and **hard skills**
- Use unique descriptions to make yourself stand out

# Work Experience

- List your work experience/history so that your most recent job is listed first
  - Position name
  - Place where you worked
  - When you worked there
  - 1-3 bullet points of what you did, or are currently doing, at this job

**\*\*Use unique descriptions to highlight your experience and make it stand out to the employer**

# Leadership Experience

- You may have leadership experience from your time at school/your job
  - For example: were you in any organizations/groups in school? Did you get a promotion at work where you are now in a leadership position?

**\*\*Explain this experience with bullet points**

# Volunteer Experience

- Most recent volunteer experience gets listed first
- Examples:
  - Helping out at a food drive/clothing drive
  - Helping out at a church event
  - Any work you did that you **DID NOT** get paid for



# References

- People who can HONESTLY say good things about you as a person, volunteer, and/or employee
- Good references:
  - Your boss, the pastor of your church, a former teacher
- Bad references:
  - Family members, your best friend, a boss you didn't get along with

Good resume example

# If you have any questions...

Call the Columbus Junction Public Library: 319-728-7972

Email Mandy Grimm: [mandy.grimm@columbusjct.lib.ia.us](mailto:mandy.grimm@columbusjct.lib.ia.us)

Stop in anytime during open hours, and someone will gladly help you!