**Ms. George- Careers 10 - What to include on your resume?  
  
Personal Information**   
(Name, address, area code and phone number, email address)  
  
The first thing you need to do is say who you are. And it makes it easier for your prospective boss to get hold of you. Your contact details should have your name, telephone number and email address prominently placed at the top of the resume. If you have a wacky email address like crazyteen@hotmail.com, it would be good idea to set up something a little more conservative to show you are a mature professional (or at least you can pretend to be).  
  
**Objective:**   
(why you want this job, must sound professional)  
  
What position are you looking for? Make it clear what job you want and your availability. A quick line   
saying you want to be a dish-pig and are available to work weekends is sufficient.

**Highlights of Qualifications**:   
(3-6 bulleted points with your skills, must sound professional)  
  
Also let your employer know about any special skills you can bring to the table. Speaking more than one language, proficiency at Microsoft Office or administration skills will all give you an upper hand over a teen that solely excels at playing Buck Hunter. Being good at Math is a definite asset if you are going to be handling money.   
  
**Education**:   
(Position 🡪 student, schools attended, years, certificates, training, years)   
  
Because you are most likely still at school, state the school you attend and what grade you are in. Including your education is a standard in resumes so it's good to make yours look professional.  
 **Experience**:   
(both work and volunteer experience, month and year of start and finish, 3-4 points explaining what you did, written in third person)  
  
Even if you haven't had a 'real' job with set hours and pay, informal or volunteer work counts as work experience. It shows that you are proactive and keen, and it is all potential employers expect to see at this stage in your 'career'. Organizing the food drive or helping out on weekends at the local retirement home is something to be proud of. Babysitting your twin cousins, gardening for your neighbours, walking the dogs in your street or taking part in school-organized work experience all demonstrate a good work ethic. Make a note of the responsibilities involved in each if necessary.  
 **Achievements:**(3-4 things either academically, sports or club related that you are proud of)  
  
A decade and a half of gracing the earth with your presence is bound to have left you with at least some resume-worthy achievements. A distinction in a nationwide academic competition, trophies galore from sporting prowess or good results in music exams all speak volumes about your ability to focus on a task and achieve good outcomes.

**Interests**:   
(list 4-6 interests which are appropriate, ex. “sleeping” is not an interest, yet something like “photography” is)  
  
Letting a potential employer know your interests will make you stick in their minds and create a character that exists beyond the sheet of paper. Playing sport, singing in a band and being captain of the debating team demonstrate that you are a well-rounded and accomplished person (and not just the pimply, trouble-making teen).  
  
**References**:   
(this is on a separate page and usually lists 2-3 references)  
  
Referees are people who know you and can vouch for you when a prospective employer wants to make sure that you are a safe bet.

Ask a sporting coach, teacher or family friend if they are happy to be a referee. If they agree, write their name, relationship to you, phone number and email address at the bottom of your resume. The employer might call one or both of your referees to determine whether you are reliable, efficient and trustworthy so choose someone who has a high opinion of you.

**LAST THING…**

Once you have the content of your resume ready, you need to make it look great.

Before anyone even starts reading it, they will notice how it looks. If it is messy and badly put together, it will probably go straight to the bin.

Keep the layout simple. Use one font only. Be clear and concise. Make sure it is no longer than a page long if possible. Get an adult to proofread the final copy because one spelling mistake could undo all your hard work and condemn you to a life of financial dependence!