

INTERVIEW – Tips for Constructing a Resumé

A good resumé will go a long way toward helping make a good impression. A bad resumé reflects poorly on the candidate. Everyone has something to offer if (s)he will analyze his/her abilities, talents, interests, and activities and stress your strong points. First impression counts.

Content and layout of the resumé can vary widely. However, **keep your resumé simple and to no more than one page.** It has to be read quickly by the judges.

1. Your resumé **must** be typed. Use a good quality paper. Save your resumé on a diskette so that you can change it as needed. This gives you an opportunity to add, or delete, as you think about things you would like to include about yourself.
2. The resumé should be neat. Carelessness and misspelled words are inexcusable. Have some knowledgeable persons proofread your resumé and give you tips for improving it.
3. Some things to think about including in your resumé would include: extracurricular activities in which you've been engaged in and outside of high school, special interests or hobbies you have, leadership positions you hold or have held, work experience(s), and personal goals.
4. Grades are an important part of "your" picture but not the only part. Note areas of responsibility, recognition or honors, that have come your way.
5. A demonstrated social awareness can be in your favor. If you have been participating in activities where you were recognized by awards or offices, mention these. Quality leadership is welcome everywhere.

Two sample resúmes that follow are different in style. Yet each seeks to highlight strong points in a straightforward fashion. Choose the style and type which best suits your interests and emphasizes your strengths.