


**RESUME DEVELOPMENT FOR
YOUNG ADULTS**
TIPS AND RESOURCES
VIRTUAL AND AUTHENTIC WORKPLACE EXPERIENCE



CAREER COMPASS

COVER LETTER TIPS

- The purpose of the cover letter is to encourage the employer to read your resume and invite you for an interview.
 - The cover letter should include an introduction, body and conclusion
 - Explain why you are applying for the job
 - How your services will benefit the employer.
 - Mention the strengths that will be most important to the employer.
 - Use high quality paper. Same as Resume
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PREPARE A RESUME

- A written summary of your background.
- It is a Picture of You
- Main purpose: Persuade a potential employer to offer you a job interview.
- An employer will want your resume to answer the following questions:
 - How can this person help the company succeed?
 - Why should I hire this person?

TITLE SECTIONS FOR RESUME

- **Heading:** Personal facts, such as name, address, phone number, and email address
- **Summary** of experiences and statement of *Job Objective*
- **Workplace skills, Honors, Accomplishments, Hobbies:** *Highlight* the skills you developed with each relevant experience
- **Experience:** Volunteer and student worker experience is helpful if you have never held a job before
- **Education:** Statement of what grade you are in and possible future academic goals if relevant
- **References:** List of people (names, addresses, phone numbers, emails) that will attest to your skills and character.

TIPS FOR CREATING YOUR RESUME

- Single page for cover letter and single page for resume
 - Good quality, white or off-white, standard size paper (8 ½" x 11")
 - Highlight achievements
 - Emphasize title sections with **bold**, underline or CAPITAL text
 - Single space within sections
 - Double space between section
 - Proofread for spelling and grammar
 - Customize each resume for the particular job you are applying for
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EXAMPLE:

First Name Last Name

Street Address
City, State Zip Code
H: Home Phone Number
M: Cell Phone Number
Email Address

Summary

Your summary is an introduction that sets the tone for the rest of your resume. It is intended to provide a broad overview of your job related background. It should emphasize the skills, experience and knowledge that you can offer a potential employer. Try to focus on a single main idea that shows why you are the perfect fit for the job.

Highlights

- Enter relevant skills, honors, hobbies, and accomplishments
- Capitalize first word only
- Do not use punctuation
- Write in present tense
- Use short phrases
- Do not go into too much detail

Experience

Alphabetical Yogurt Shop

Shreveport, LA

Food Preparer and Cashier

January 2015-September 2015

- Describe your responsibilities and the accomplishments you achieved while working at this job, focusing on the tasks and results most relevant to the position you are applying for.
- Use bullet points rather than complete sentences, and do not end with a period.
- List your jobs in reverse chronological order, beginning with the most recent.

Boys and Girls Club

Shreveport, LA

After School Volunteer

March 2014-May 2014

- Be as specific as possible, and showcase your attributes and achievements.
- Include all jobs, volunteer positions, and student work positions.

Education

Make a statement indicating you grade level, GPA, and academic or career goals.

References

It is common practice to put "References available upon request". Choose people who can attest to your skills and character.

RESOURCES:

- **Nepris**
- **Career Compass EXCO Dropbox**
- **Web**