



## Resume - On-line Directions

1. Go to internet explorer type in the following web address <http://www.csd509j.net/>
2. Click on Popular Links on right side of window
3. Click on Career Learning link in drop down menu
4. Look under Resume Activity on left side of window
5. Click on Sample Resume to see an example of the type of resume you will be creating. (click the Back button)
6. Click on Resume Worksheet, print it, (click the Back button)
7. Fill out the resume worksheet with a pen or pencil as your rough draft before continuing with the Resume Template
8. Click on Resume Template
9. Save (save to your H: drive if at school)
10. Click on the generic place holder information and replace with your own information (i.e. **Name** would be replaced with your own name, **Address** with your own address, and so on)

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## TIPS FOR AN ATTRACTIVE RESUME

- **Be Brief** - One page of well-organized information will say more good things about you than two or three pages of unnecessary details.
- **Use correct English and Spelling** - Spelling errors and incorrect grammar often give readers a bad impression of your abilities and work ethic.
- **Type your resume** - Use a computer for quick updates.
- **Avoid using the Pronoun "I"** - Identify what you did using action verbs and specific details whenever possible. For example, instead of writing "I was responsible for bookkeeping and billing", write "Billed clients and maintained accounting records".
- **Format attractively** - Use adequate margins, double spacing after each section and strive for an uncluttered appearance. Use **bolding**, underlining, CAPITAL LETTERS, bullets ❖, different size fonts, multiple columns and s p a c i n g to emphasize areas.