



Writing a Resume

What's a resume?

A resume is a formal document that you use in order to demonstrate to employers your qualifications for a work position. It should contain:

- Education
- Relevant professional experience (either at a job, internship or volunteer position)
- Notable accomplishments
- Skills

Your resume is the very first impression you give to a possible employer! It is a very important step in the process of getting hired.

Our Top Resume Tips

Your resume should:

- » **Be clear & concise:** For people beginning their careers (aka, youth) resumes should be kept to a maximum of one page long.
- » **Have your contact information:** At the very top, your resume should have your full name, professional email address and phone number.
- » **Have your education near the top:** Along with the name of your school & years you have attended/attended, you can list any leadership roles, clubs, or honors.
- » **Be consistent:** Your resume should have consistent formatting throughout- keep the same, font, font size, color and style.
- » **Proofread:** Along with rereading & rechecking it yourself, try to get your resume proofread by someone else, whether it's a teacher, guidance counselor or parent/guardian.

Your resume should NOT:

- » **Be hard to read:** Steer clear of fancy fonts and/or colorful ones. To be safe, stick with a simple font, such as Times New Roman or Arial in a dark color.
- » **Have an inappropriate email address:** Ensure the email address you include in your resume is free of profanity. Using a school email address is always a safe option, or even making a separate account specifically for professional use.
- » **Include an objective statement:** Although widely used in the past, it is now considered outdated, limiting, and unproductive.
- » **Include pictures and/or graphics:** Unless the job position specifically asks for a picture (such as for an acting job), do not add one.
- » **Have spelling or grammatical errors:** Since a resume is a first impression, small errors can make a big impact! Be careful.



What a Good Resume Includes

Here, we have included an example of what a good resume could look like! Remember, there is no one right way to write a resume! Here are our suggestions:

At the very top, add your first & last name in bold black letters! Right below, your current address, phone number & professional email.

Next, put your education. Some people may prefer to put their work experience before their education, it's up to you!



STEVEN STUDENT
2300 Southern Blvd, Bronx, NY 10460 | (123) 456-7890 | stevenstudent@gmail.com

Education
Bronx Zoo High School, Bronx, New York August 2019- Present
Sophomore

- **GPA:** 3.4/ 4.0
- **Honors:** Member of ARISTA National Honor Society
- **Clubs:** Bronx Zoo Newspaper Club, Yearbook Club & Spanish Club

Work Experience

Tutor, *Sunshine Learning Center, Bronx, New York* July 2021-Present

- Tutoring different subjects, such as Earth Science & English to middle school students
- Providing homework & project assistance when needed

Babysitter, *New York City, New York* February 2019- Present

- Providing childcare to children of different family friends. Responsibilities include engaging children with playtime, preparation of meals, supervision of playdates etc.

Volunteer & Internship Experience

Discovery Guide Leader, *Bronx Zoo, Bronx, New York* April 2020-June 2021

- Led new discovery guides with creating new quests for the Bronx Zoo website

Digital Discovery Guide, *Bronx Zoo, Bronx, New York* May-August 2020

- Created activities about wildlife conservation to post on the Bronx Zoo website
- Engaged and collaborated with peers online to come up with new ideas on educating the public about wildlife conservation

Volunteer Companion, *Ruth's Animal Shelter, Bronx, New York* January- November 2019

- Trained and socialized animals at the shelter on weekends. Worked with dogs and cats of all ages and sizes. Learned animal behavior & husbandry skills
- Cleaned and maintained animal enclosures

Skills

- **Languages:** Fluent in English & Spanish, Beginner French
- **Presentation:** Canva & Microsoft Office
- **Drawing:** Procreate IOS Application

Certifications

- Microsoft Specialist Certification in: Word, PowerPoint & Excel March 2020

Make sure to list your work experience in order of relevance & then by date! Use the bullet points to write a short description of responsibilities at your position.



Volunteer & Internship experience really stands out on a resume! Try to write 2-3 points per position about what you were able to accomplish.



There are many skills you can put! Think about what you're good at, technical/ hard skills!



Have you received certifications in anything? It's okay if you haven't yet! This section is completely optional.



Notice how...

- The white space is used effectively: the separations between each section make the document easy to read! Remember, we want our resumes to be simple & to the point.
- Each section of the document is stands out- the hiring manager can quickly see exactly where to find the information they are looking for!
- The resume is well written with no typos, grammatical errors or repetitive language.
- The font is 12 point, Times New Roman and black- nothing fancy (AKA hard to read!)



Sample Resume Template

If you're making your first resume and don't know where to start, you can use this template! Remember: there is not one right way to write a resume, but this is a good place to begin.

Your Name

Phone Number • Location, NY • professional@email.com

EDUCATION

School Name

Expected Graduation Date

- Degree

EXPERIENCE

Position Title

Dates

Company Name | Location, NY

-
-
-

Position Title

Dates

Company Name | Location, NY

-
-
-

Position Title

Dates

Company Name | Location, ST

-
-
-

SKILLS

-
-
-



If you'd like to use this template, [click here to download](#) or use this QR Code >>>

