

Sample Student Résumé

Name: _____ Email: _____

Home: _____ Phone: _____

Address: _____ Cell: _____

CAREER GOAL: _____

EDUCATION

School: _____ Phone: _____

Address: _____

Training Program: _____ Instructor/Advisor: _____

Expected date of graduation: _____

SkillsUSA Experience (offices, contests, committees):

Other activities (clubs, offices, sports, volunteer work):

EMPLOYMENT: (N/A, if no employment history)

Job Title: _____

Company: _____

Address: _____

Supervisor's Name: _____

Phone number: _____

Duties: _____

Salary (per hour or per week) _____

Dates of employment: _____ to _____

Reason for leaving: _____

REFERENCES: (personal or professional)

Name _____ Email/Phone _____

Name _____ Email/Phone _____

Name _____ Email/Phone _____

Job Preparation Tips

- Review your skills, abilities and work experience
- Investigate potential companies
- Call or e-mail to see if these firms are hiring
- Ask friends if they know of jobs that are available
- Practice job interviewing with a friend or parent

Appearance

- Dress neatly and somewhat professionally suited to your occupation
- Get a haircut, if needed
- Avoid heavy make up, jewelry or cologne
- Role-play handshakes and introductions
- Make good eye contact with people you meet
- Remember to smile!

Job Applications

- Fill out applications neatly and completely
- Double-check online forms before submitting
- List all jobs held, including dates of employment
- List each supervisor (name and phone number)
- Include specific job duties and other details
- List any special skills or knowledge
- List volunteer work and SkillsUSA activities
- Attach a copy of your résumé

Job Testing

- Have paper, a pencil and a pen
- Listen to or read all instructions carefully
- If you have questions, ask before you start
- On written tests, read each question slowly
- Write neatly or circle answers neatly

Job Interviews

- Be on time for all appointments
- Answer all questions directly and truthfully
- Use your best manners, and be friendly!
- Be enthusiastic about the potential job
- Don't be afraid to ask questions
- Sell yourself, your abilities and skills
- Go alone (you should not take friends along)