OhioMeansJobs K-12

Guide to Resumes

A resume is an overview of your education, work, and other experiences that tells an employer about your qualifications for a job. The goal of a resume is to get an interview with an employer, and employers get lots of resumes for job openings. Begin recording the experiences and skills you gain now so your resume stands out from the crowd. This guide will help you gather all the information you will need to create or upload a resume in OhioMeansJobs K-12.

Information to Exclude:
This guide will go through all the information you should include in a resume, but there is some information that does not belong on your resume. Keep your age, race, gender, religion, national origin, and any disabilities off your resume—potential employers cannot ask you about any of these items in an interview, either.

UPLOADING YOUR RESUME
This option allows you to attach your existing resume in OhioMeansJobs K-12. Resumes can be uploaded if they are a Microsoft Word, rich text, Adobe Acrobat, or plain text file. If you have a complete, up-to-date, well-designed resume in one of these formats, attaching your existing resume may be the choice for you.

CREATING YOUR RESUME
Resume Title
Start using the resume builder by making a title. Since you can create and save multiple resumes on OhioMeansJobs K-12, you will use your title to tell your resumes apart.

Your Resume Title: _____

Resume Status
Resumes in OhioMeansJobs K-12 are set to private. This means your resume cannot be seen by anyone else, including employers.
• **Private Resume** - hides your resume from employers performing resume searches.
• **Public Resume** - you can change your resume to public when you are at least 18 years old or have a valid work permit. Employers will be able to find your resume during resume searches.
• **Public and Confidential** - with this option, you can save your resume as Public but hide your contact information. Employers will be able to find your resume but will not see your contact information. If you are uploading a resume, you will need to remove your contact information before saving it in OhioMeansJobs K-12.
• **OhioMeansJobs & Diversity** - this option will make your resume public to employers searching the diversity and inclusion resume databases. You can change this setting at any time.

Your Resume Status: _____

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Work Experience
Describe any work experiences you have had in this section. Include the responsibilities you had and how your skills made a difference. Start with the basic information:

Company Name: City: State: _____

Your Job Title: _____

Industry - list the industry that best matches your job: _____

Start Date - month: _____ year: _____ End Date - month: _____ year: _____

Description of work experience (the responsibilities and skills you used):

_____

_____

Activities
Listing the activities, you have been involved in shows an employer your interests and skills. You can include:
• **Extracurricular activities -** being involved shows your interests outside work**.**
• **Sport information -** many skills can be built when participating in sports activities and teams.
• **Volunteer activities -** sharing your time and talents by volunteering shows an employer that you care about your community**.**

Hint: In OhioMeansJobs K-12 resume builder, using 'enter' will place your text on the next line. Use dashes '-' or numbers to create a list.

Your Activities: _____

_____

_____

_____

Education
Use this section to include your formal education. If you are currently a high school student, choose 'high school diploma' from the Degree/Level drop-down list and list your expected date of graduation.

Degree Level: _____

School Name: _____ City: _____ State: _____

Start Date - month: _____ year: _____ End Date - month: _____ year: _____

GPA: _____ of _____

Related information—awards, accomplishments, programs:

_____

_____

Target Job Information
When you are ready for employers to see your resume, this section will help match your resume with open positions.

Job Type: Choose all that you would consider for a job.

- **Employee** - permanent employment by a company, either full-time or part-time.
- **Intern** - learning in a workplace, usually with school credits often involved.
- **Temporary/Contract/Project** - an arrangement in which a company pays you for services, but you are not an employee.
- **Seasonal** - a position that is needed for a period, such as the summer or the holiday season, and has a specific end date.

> Your Job type(s): _____

Job Status: Indicates how often you would like to work each week.
- **Full-Time** - Indicates 40 hours or more per week.
- **Part-Time** - Indicates less than 40 hours per week.
- **Per Diem** - Indicates an as-needed basis with hours varying per week.

> Your Job Status: _____

Desired Salary/Wage: Enter how much you would like to make. Include the amount, type of money (USD = United States Dollar) and frequency you want to get paid (per hour or per year).

> Your Desired Salary/Wage: _____
> Amount: _____ Type: _____ Frequency: _____ (per hour/per year)

Target Job Titles: Enter up to two job titles that you are seeking and how many years of experience you have in that area.

> Job Title: Years of Experience: _____ Years of experience: _____
>
> Job Title: Years of Experience: _____ Years of experience: _____

Industry: Select job industries that relate to the jobs you are interested in. If a specific industry is not critical to your job search, select 'no industry preference' from the list in the resume builder.

> Your Industries: _____
> _____
> _____
> _____

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Occupation: List up to five occupations you are interested in. In OhioMeansJobs K-12, use the plus sign next to a job category to see all the occupations found in that category. Or type a keyword in the 'Quick Find' search box to find specific occupations.

Your Occupations: _____
_____
_____
_____

Target Job Locations: Select the location(s) where you would like to work.

Your Locations: _____
_____
_____
_____

Additional Information

Once you have used the resume builder, you can fill in additional information to strengthen your resume.

- **Contact Information:** Keeping your contact information up to date is the key to connecting with employers.
- Objective or Profile: Including an objective is an opportunity to sum up your experience and note the type of job you are looking for. Instead of focusing on your personal goals, describe how your skills will be a benefit to a prospective employer.
- **Affiliations:** Your affiliations show your participation in your career and community outside the workplace. Include memberships in clubs, professional associations, volunteer organizations, and any honors you have received.
- **Skills:** Include the skills you have demonstrated in experiences and strengths that show value to employers. Think about your job-related skills, such as software, programming languages, or equipment. This also includes professional soft skills like reliability and punctuality. The OhioMeansJobs-Readiness Seal* is a formal designation you can earn by demonstrating the professional skills that are required for success in the workplace. [Learn more about how you can earn the OhioMeansJobs-Readiness Seal](#).
- **Languages:** Use this resume section to list your language skills. While this information may not be needed by all employers, it may increase your eligibility for certain specialized job opportunities.
- **References:** References are an important part of any job search. For best results, try to match your references with the job you are applying for, and always contact your references before listing them on your resume.
- **Additional Information:** Use this section of your resume to include additional career information, such as job-related seminars, continuing education, publications, and any other relevant notes.