



# 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'll 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 doesn't belong on your resume. Keep your age, race, gender, religion, national origin, and any disabilities off your resume—potential employers can't 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'll 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 can't 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 won't see your contact information. If you're uploading a resume, you'll 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: \_\_\_\_\_

## Work Experience

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



Company Name: \_\_\_\_\_ City: \_\_\_\_\_

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've 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'd 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's needed for a period of time, such as the summer or the holiday season, and has a specific end date.

Your Job Type(s): \_\_\_\_\_

**Job Status:** Indicates how often you'd 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'd 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're seeking and how many years of experience you have in that area.

Job Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Job Title: \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Occupation:** List up to five occupations you're 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'd like to work.

Your Locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Information

Once you've 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're 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've received.

**Skills:** Include the skills you've demonstrated in experiences and strengths that show value to employers. Think about your job-related skills, such as software, programming languages, or equipment, and personal strengths like interpersonal leadership or project management.

**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.

## GET TO WORK!

OhioMeansJobs K-12 includes thousands of job possibilities across Ohio suitable for young people looking for their first job. If you're ready to begin a job search or just want to see what's available now, use the Job Search tool. Job search features include:

**Filters:** Filter your search by location, job type (including internships, part-time, or temporary), salary, occupation title, and career/education level.

**Save Search:** Save a job search with filters set so you're able to run the same search again. When saving a search, you can also choose to have search results emailed to you daily, weekly, bi-weekly, or monthly.

**Save Job:** Save a job to your backpack by selecting "Add to your Backpack" below a job description. When saving a job, you can change the status to saved, applied, interviewed, hired, or not hired. Saved jobs will be sorted by status within your *Backpack*.



**Job Search Practice:** See what jobs are available in your area right now by following these steps:

1. Type your city or zip code in the "Location" field
2. Click "Display Advanced Search" below the Search button
3. Select "Less than high school" from the Career/Education Level drop down menu
4. Click Search (above the Display Advanced Search)
5. Then, Refine your search by choosing "Part-Time" from the Job Type section located on the right sidebar
6. Find something interesting? Create your *Backpack* to build a resume and apply for your first job!

For more information, contact:

**Career Connections** | Office of Career-Technical Education

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