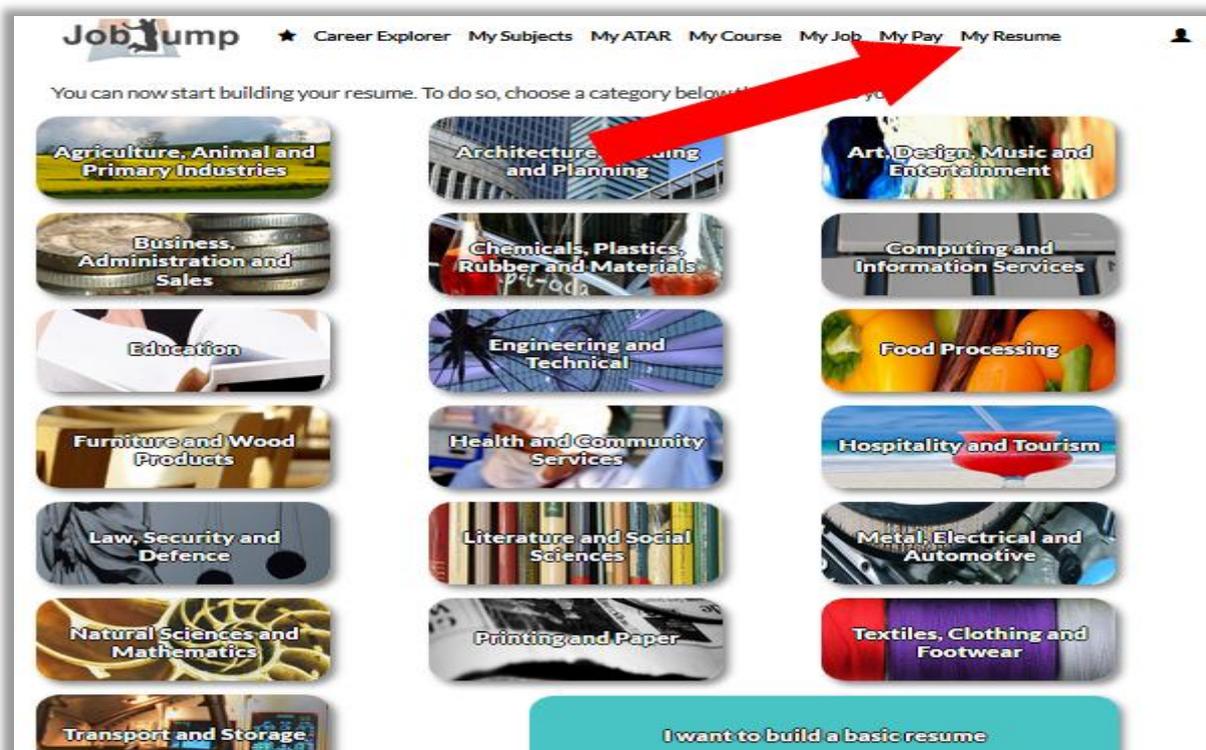## 2. Resume – How to make your resume stand out from the pile

Building Your Resume: Go to JobJump and start building your own resume by selecting **My Resume**. Then **click on your career field to find your favourite career**. If you aren't sure or simply want to write a resume for a part time job, select the large turquoise button **I want to build a basic resume**.

Once you click on your favourite career you will see all the categories like Career Goals and Personal Qualities. Each one will help you build your resume.

Open each of the categories as you see below and when you see a green dot ● fill in your information in the box provided.
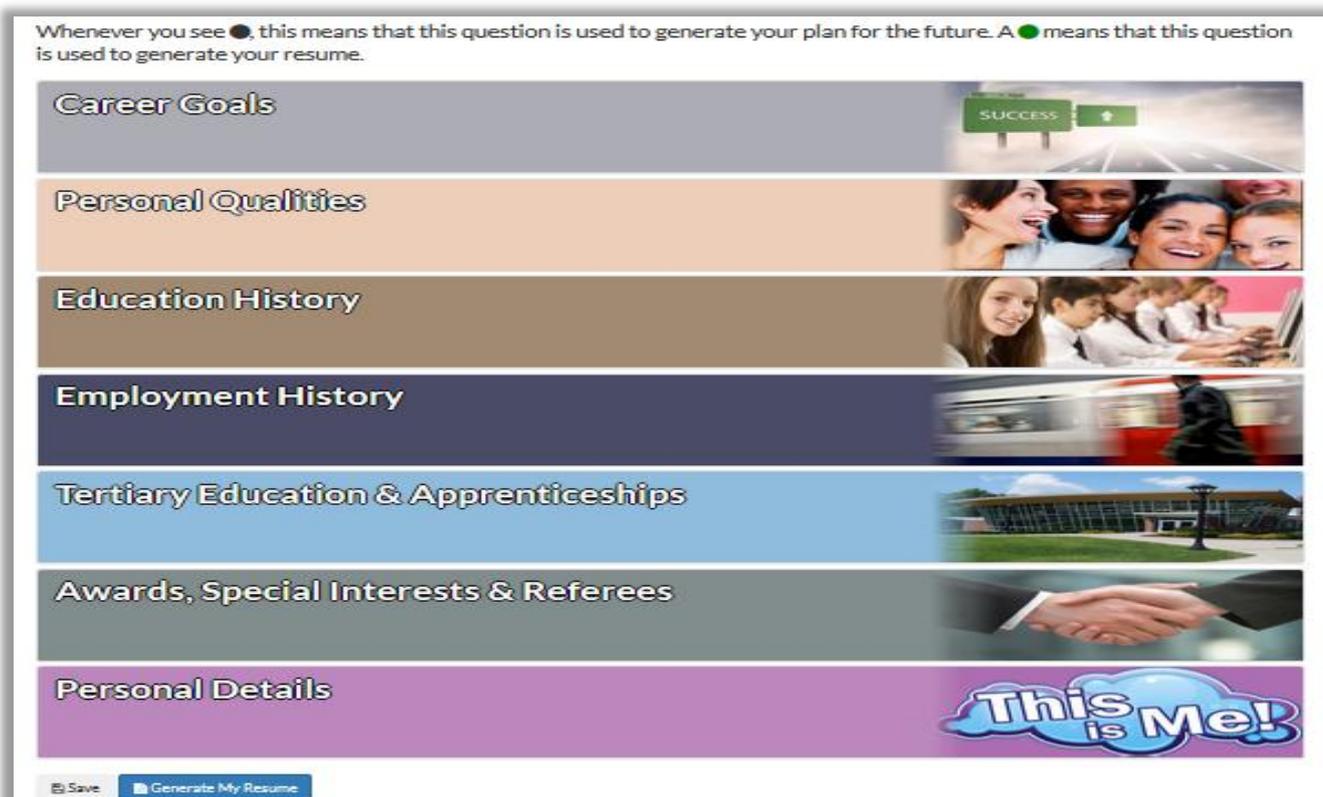
You can generate your resume as a word document, save it and at any time come back to adjust it. Use the blue button at the bottom, **Generate My Resume**.

If you want, you can build a resume for as many careers as you wish.

<u>Important Tips:</u>
- To start with, use Google Chrome as your browser as it will do an automatic spell check for you.
- When you feel you have completed your resume, ask your Careers Adviser or an adult who is good with spelling, punctuation and grammar to do a final check and then make any adjustments.
- Make sure you look at all of the key words that are in the job advertisement. What does the employer want? In your resume, make sure you account for the things the employer said they want.
- Employers don't give you much time when they read your resume. It is important to make the good things about you stand out. To do this it is better to use point form under relevant sub headings.
- Use brief clearly written sentences.
- Provide evidence or briefly explained examples of when you have demonstrated what they asked for in their advertisement.
- Make the style of lettering and layout is easy to read. Size 12 font in Arial or similar is often used.