

Resumé Prep

Contact info

Name
Address
Phone
email

HOW MUCH DO YOU KNOW ABOUT YOURSELF?

Like the lead in a news story, the Qualifications statement is intended to convince hirers to read on. It is your statement about why they should take the time to read your resumé and seriously consider hiring you for the job.

Take some time to think about it and about yourself, your skills and your strengths. Sometimes it can be hard to identify those things in yourself, so don't be afraid to ask other people you know how they see you—parents, friends, co-workers, colleagues.

Qualifications (not Objective)

This is your elevator pitch: A chance to tell an employer why you would be a great choice as an employee. What makes you right for the role you are applying for? What are your biggest strengths? Stress your work ethic.

Include Skills (Be Specific):

A chance to talk about what you've learned in high school and in life:

- Are you good with people?
- A whiz at math?
- Do you have software skills?
- Do you have caregiving experience with children or an elderly relative?
- Are you proficient in science or math?
- Did you learn teamwork through sports?
- Do people you know recognize you for your skill in something?

Education:

High School attended, GPA if helpful (3.5 or above)

Include awards, honors, teams, clubs and related accomplishments.

Experience:

This can be job experience, informal (babysitting, gardening, etc.), volunteer, gained through hobbies.

Include related dates and locations, a one-sentence description, and any related accomplishments.

Cover Letter

It is about you, but it's mostly about them.

If you can learn the name of the hiring manager, be sure to include it in the address and salutation of the letter.

Why are you interested?

Let's say you want to be a mechanic: I'm interested in becoming a mechanic and I think my high school training and strong work ethic would provide what you are looking for in your mechanics summer internship.

Speak to the needs of the job

Use the language in the job description to connect your skills with the job.

For example, if a job says mechanical or electrical interest, say something like "I completed three years of mechanics and one year of electronics while in high school."

Tell a story

Show them who you are and what you can do. Did you rebuild your car? Do others come to you to help with their cars? Did you compete with classmates in a mechanics competition?

These stories each send messages: 1. You finish what you start. 2. People recognize your skills, and you are a team player.

What do you like about the company?

Show that you have enough interest in the job to do some research about the company. Do you like their reputation and the potential to learn from them? Do you think you'd be a good fit with their company culture?

Ask for the job

I am excited about learning at XX, or growing with XX. I hope you will consider me. Should you select me for an interview, I can be reached via phone or email. Thank you for your time and consideration.

Sincerely,