

Creating a Résumé

Apply your newly acquired word processing skills to enhance your résumé. A [résumé](#) is a document that summarizes your work history, skills, education, and achievements. It lets you showcase your qualifications and should include sections for contact information, work experience, education, volunteer experience, and relevant skills. If you don't have one yet, this is the perfect opportunity to make one. Use a variety of fonts, colors, paragraph styles, and other techniques to make it professional and visually appealing.

This assignment doesn't come with strict instructions, but it's an opportunity for you to demonstrate what you've learned. You'll also get a shiny new résumé out of it. Give it your best effort! For more tips on creating an effective résumé, refer to [this video](#). Don't hesitate to reach out for help and feedback.

When you're done, share your résumé with the tech coach at hayden@neurodevmentoring.com.

Résumé Template

Here's an example you can use as a starting point:

Contact Information

[First name] [Last name], [Degree or certification if applicable]

[Phone number] | [Email address] | [City], [State]

Professional Summary

[Two to three sentences that highlight years of experience, relevant skills, education or certifications and achievements as a professional.]

Skills

[Skill] | [Skill] | [Skill] | [Skill] | [Skill] [Skill]

Work Experience

[Job Title] | [Employment dates]

[Company Name] | [City], [State]

(Strong verb) + what you did (more detail) + results (use numbers)

Education

[Degree and major] | [Name of school or university]

[City], [State]

Certifications

[Certification name], [Host organization] - [Year completed]

Look at other resumes online for reference. There's more than one way to make a great résumé!