**Year Up United Resume Builder Guide (CDIR)**

*To be used with* [*Resume Scripter*](https://rsworks.resumescripter.com/)

Resource: [RS Works Training Guide](https://yearup.box.com/s/asz3dk3k0y5grs1yksihw00p9e4edx35)

**Heading/Contact Information**

* Government first and last name
* PERSONAL email address (not Year Up) - make sure it is a professional email
* City/Region, and State
* Phone number
* LinkedIn URL
* GitHub URL (if applicable)

**Template**

* Please use the “Modern” template. This is mandatory for this task.

**Career Summary**

* Resume scripter will generate this section for you based on information you entered about your career interest. Please choose an industry/job title related to your Year Up track.
* Review this section and edit to meet your personal skills, interests, and intent. You should be able to speak toward this summary without reading from it in an interview.

**Professional Experience**

**Resource**: [Power Statement Worksheet](https://yearup.box.com/s/8t4f3ho6hfe3rgb01nbqr17ftsxsi27i)

* Company, your role, the city and state/remote, along with the date range should be visible (month & year).
* You should have 2-4 power statements per work experience.
* Jobs should be in reverse chronological order (your most recent job appears first).
* Please delete this section from your resume if you have no prior work experience. We will write more into the skills, expertise, and education sections.

**Education**

* Year Up United should be in this section (Copy & paste example below onto your resume. Personalize the sections in red font).
* Include any other college, training, or certificate programs in this section, but make sure it is in reverse chronological order.
* DO NOT list your high school on your resume.

Copy & paste into Education section:

**YEAR UP UNITED** *City, State*

**Certificate in TRACK** *Start Month & Year - Present*

* Year Up is an intensive, competitive technical training and career development program. The program includes college-level courses, professional training and a six-month internship.
* Relevant coursework include: list names of courses/course topics

**Areas of Expertise**

* Think of this as “Areas of Experience”. List at least 6 areas (soft & hard skills) you are knowledgeable in based on previous work/volunteer/educational experiences. Do not leave this area blank.
* Examples include Leadership, Mentorship, Coaching, Data Analytics, Customer Service, Marketing, Information Technology, Brand Ambassador, Social Media Management, etc.

**Technical Skills**

**Resource**: [Resume Skills Examples](https://yearup.box.com/s/4kyoape3sl5xxmwla61pglsyw3c4te0c)

* Use this section to include software platforms you are familiar with using (MS Word, MS Excel, MS, MS PowerPoint, MS Office, Zoom, Slack, MS Teams, Outlook, QuickBooks, Adobe, BOX, Dropbox, Resume Scripter, etc.)