



# Resume Writing



# Resume Writing

## Session Components

- ★ Purpose of a Resume
- ★ Key Features
- ★ Format and Style Guide
- ★ Customization

As you engage in each section use the [Resume Writing participant note sheet](#) to capture your learning and reflections. You will be prompted to make a copy of the document for your own use.

If you have a current resume, you may also want to have a copy available to review during your learning.



LEVELING UP



### Resume Writing

This Quick Bite was designed to allow you to fully engage in the content at your own pace. As you progress through the Quick Bite professional learning module, use this note sheet to capture your learning and reflections. Use your learning and reflections to help guide your plan for professional growth.

Purpose of a Resume	Key Features
Consider: What STORY do you want your resume to tell? (If you have a current resume, is it telling your story?)	What information will you emphasize in your resume? How does it reflect your potential as a match for this job and/or organization?
Format and Style Guide	Customization
How can you use style and formatting to catch a reviewer's eye and showcase your qualifications?	How can you customize your resume to represent your brand and what your brand means for the job and/or organization?





# Key Features of a Resume

Personal Information

Skills and Talents

Education



Certification /  
Licensure

Work Experience

Awards and Honors

**LEVELING UP**  
Unlocking Potential

# Key Features of a Resume

## Personal Information

- Name and Address
- Email and Phone contact

## Certification / Licensure

- Include dates and certifying organization(s)

## Skills and Talents

- Consider strengths applicable to future job role(s)

## Work Experience

- Start with most recent
- List dates of employment, job title, employer, location

## Education

- Completed Degrees
- Degrees in Progress with expected date of completion

## Awards and Honors

- Applicable to past or future job role(s)



*Click to hear some resume tips*

# Format and Style Guide

## Style + Substance = Visual Interest

Use of color and icons to accentuate your work.

- Create an eye-catching header with contact information
- Illustrate section headings like “Employment History” or “Education”
- List next to each individual skill to highlight a key concept
- Maintain consistency in choices of font, size, and type color



[Freepik](#): Simple phone and email icons that are ready to be downloaded and placed into your resume in just a few steps.






[Icons8](#): A huge library of colorful and monochromatic free icons that can be used on Word resumes.



[Resume.io](#): Simply choose a template like Stockholm or New York where attractive symbols are already built into the page layout then download your resume as a Word doc or PDF.

# Customization

- Use a Headshot
- Include [icons](#) paired with text 
- Utilize [power verbs](#) ([and more](#)) for clear and specific communication 
- Use color blocking to highlight key information
- Include an objective or vision statement
- Create a digital resume, and include links to work samples or video resume
- Use an [online resume builder](#) 



# Additional Resources



[Canva Graphic Designs](#)  
(resume builder)



[FCPS Career Development](#)



[Cake Resume](#)  
(resume builder)



resume.io

[Resume.io](#)  
(resume builder)

