**Résumé**

**Information to include in a résumé, formatting and layout:**
Even though a résumé isn’t required for a lot of teen jobs or admissions applications for some colleges, a résumé can bolster your chances of getting hired or admitted. Plus, it’s a great way to organize what you have accomplished - you have more information to put on your résumé than you might think.

**Make a List**
A list will help you organize the information that you will include on your résumé:

* Name, address and contact information
* School
* Work/ volunteer history (baby sitting or lawn mowing and volunteer experiences – include time invested).
* Positive personal characteristics
* Skills and experience
* Coursework
* Other Accomplishments (awards, sports, activities, honors)

**Getting Started on Your Résumé**
It is easy to get started creating your résumé, even if it is the first time you have done it. All you need is a word processing program like Microsoft Word and a printer and scanner (very useful if you need to create a digital portfolio).

**Formatting Your Résumé**
After you have added all your personal information to your résumé, take the time to format it. Your résumé should use a plain font and be simple and easy to read. Not cluttered. Your résumé has less than 20 seconds to make a good impression on an employer or recruiter, so it needs to be eye-catching and easy to read.

**Proofread Your Résumé**
It is very hard to catch your own typos, so after you have proofread your résumé, ask someone else to review your résumé for you. They do not need to be an expert - a family member or friend can proof your résumé for you.

**Keep Your Résumé Up-to-Date**
Now that you have a résumé it is going to be much easier to apply for jobs. Keep your résumé current, so it is ready when you need it. Add new activities - school, volunteer, etc. and new work experiences as they happen, so you will not have to figure out what you did when you need an updated résumé later on.

**Résumés for College Applications**
College admissions professionals recommend filling in the boxes on your college applications rather than attaching a résumé, if there is a choice. That way, the admissions staff can review your application in its entirety, rather than having to look at a separate document. If you do need to submit a résumé with your college application, put the most relevant and most important information first.

**References On Your Résumé**
There is no need to include references on your résumé. Create a separate list of references to give to prospective employers. Keep in mind, too, that you can use [personal references](http://jobsearch.about.com/od/jobsearchglossary/g/personal-reference.htm) if you don't have work experience. Teachers, coaches, neighbors, and family friends who can attest to your character all make good references.