

Researching and Writing Your Resume

Follow these steps to write a resume applying for a job approximately 10 years from now.

Step 1: Identify your ideal job. Use the *Occupational Outlook Handbook* on the Bureau of Labor Statistics Web site to review the qualifications, education, and average salaries of occupations that interest you. Choose the ideal job you will apply for.

Step 2: Research your resume. Create the matrix below in your notebook. Research investments in human capital that you will need to make to qualify for your ideal job.

Method of Developing Human Capital	Specific Evidence
Aptitudes, interests, and aspirations	
Education, licensing, and certification	
Work experience and on-the-job training	
Effort and high standards	
Building a personal-professional network	

Step 3: Write a one-page resume. Review the resumes on Student Handout A to choose a suitable layout for your resume. On your resume, include an appropriate version of each of these headings:

- *Objective/goal:* State the ideal job you are applying for and how your work will benefit the company.
- *Education:* Identify specific schools of secondary and higher education you attended.
- *Licensing and certification:* Identify necessary licenses and certifications.
- *Work experience and employment:* Identify at least two specific jobs (and the companies you worked for) that helped train you for your ideal job. Use strong verbs to describe your accomplishments in these jobs. For example, “I created five new dessert items.”
- *Skills and abilities:* Describe your natural abilities, relevant interests, and skills you acquired through on-the-job training.
- *Recognition and awards:* List items that demonstrate your high standards and effort level.
- *Affiliations:* Identify how you have built your personal-professional network.

Step 4: Create a reference page. On a separate page, list the titles and contact information for at least two references (one academic and one professional) that your prospective employer could contact to learn more about your work and study habits.