

The 5 Questions of the Resume



WHAT is a Resume?

A **resume** is a professional document created by a person actively or will eventually look for **employment**. This document summarizes the person's job experiences, education, highlights skills, characteristics, and accomplishments.

WHO needs a Resume & WHY?

Any person looking for employment should have a resume. The resume serves as the first line of communication between the job seeker and potential **employer**. It also gives the job seeker an opportunity to showcase his/her qualifications and helps the employer decide if they want to **interview** or meet the job seeker to further discuss the details of the job.



WHEN to start crafting a resume?

14 is an ideal age to start building a resume. Remember, a resume is comprised of more than paid work experiences. **Volunteer** experience, which is work without pay, along with school accomplishments and leadership roles are great additions to resumes with little to no paid job experience.

- VOCABULARY:**
- Employment
 - Employer
 - Resume
 - Volunteer
 - Interview

- A. One that works without pay
- B. A professional summary of skills, work, and education
- C. A meeting with an employer to discuss a job opportunity
- D. Another name for a company that pays you to work
- E. Having paid work

HOW to craft a resume?

A well-crafted resume has the following basic components: Contact information, introduction, educational background, work/volunteer history, skills and accomplishments, and can be delivered in an electronic or paper document.

