

# WRITE A RESUME

So, Cragman, the first thing to remember is that your potential employer does not know you. This piece of paper, a resume, is all they have to go on. It's one purpose is to get in front of them and to make you stand out from the crowd in a positive way. An employer wants you to make their decision making easy. They don't want to waste their time interviewing a weak candidate. So we need to make this resume right.

## FLIP OVER FOR YOUR NEXT CHALLENGE



### EARN THIS NUGGET

- Create a killer resume. Share and discuss it with your parents.
- Share the resume with a person outside of the family who is used to looking at people's resumes and get their opinion also.

Let's look at some good strategies that will hopefully put you in a positive light.

- Format is very important. As you put this together it needs to be aesthetically pleasing and easy to read.
- If you are going to give the employer a hard copy, get some expensive paper. Send the message that this is an important document, because you are a great candidate.
- There is no room for spelling errors. As an employer, if I see a person who was not detail-orientated enough to get the resume right, I wonder what sort of damage could they do to my company?
- Make text easy to read. Not some micro-font, no flowery text, no comic-sans, but a good readable font with a modern feel, Helvetica, Calibri, something like that.
- Format the text so it is easy to follow with bold headings, bullet points, and dividing lines.

Notice we have not even touched on content yet. Yes, this stuff is that important.

- Put your name, address, phone number, email address, and other personal information at the top. Make this a little larger than the rest.

Next, comes the major content. You can check out online resources to see the possibilities. I personally layout major skills like this: work history from present backwards, education, and finally hobbies and interests. Hobbies and interests are more important than you might think. This tells a lot about you as a person. Avoid video games and listening to music as hobbies. Highlight team sports and anything that speaks to self-motivation or innovation.

Perhaps you can list things like model making, restoring old furniture, or computer programming.

