

Teen's Guide to

Building Resumés

Fort Bend County Libraries

Why Resumés Matter

Crafting a strong resumé can make a significant impact on your job prospects and help you stand out from the competition.

Resumés serve as your **first introduction** to potential employers, showcasing your skills and experience while making a lasting impression.

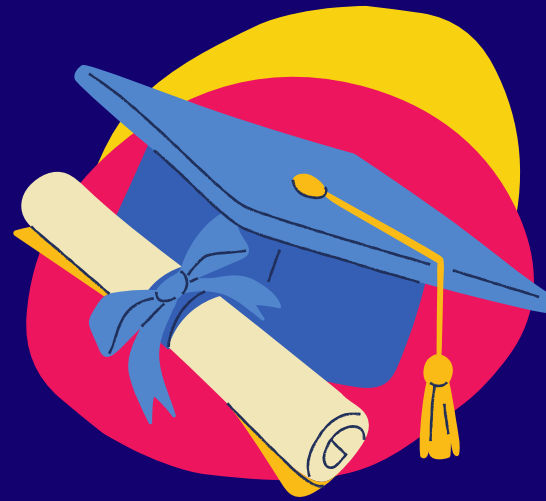


Key Components



Contact Information

Full name, phone number,
professional email
(no nicknames!)



Education

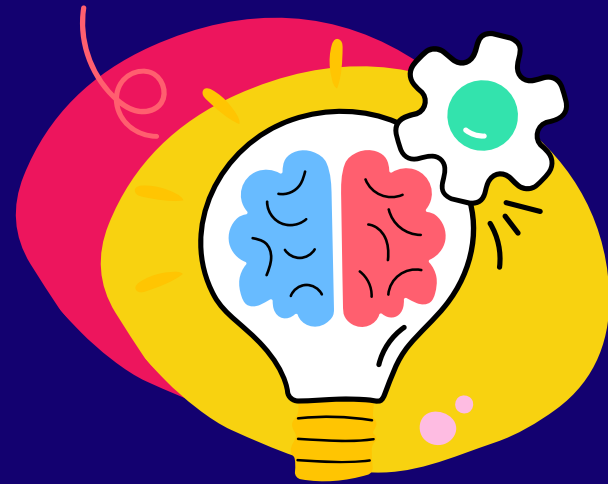
School name, expected
graduation year,
GPA (optional), coursework
relevant to job goals



Work Experience

Add any paid jobs, internships,
volunteer work, family
responsibilities to demonstrate
responsibility and commitment.

Key Components



Skills

Soft skills (teamwork, communication).
Hard skills (languages, tech tools, social media, etc.)



Activities & Awards

Clubs, sports, leadership roles, honors



Objective Statement

(Optional) One or two sentences summarizing goals or key strengths



Mistakes to Avoid

- Typos or bad formatting
- Using the same resumé for every job
- Leaving out unpaid experience
- Using an unprofessional email



RESUME

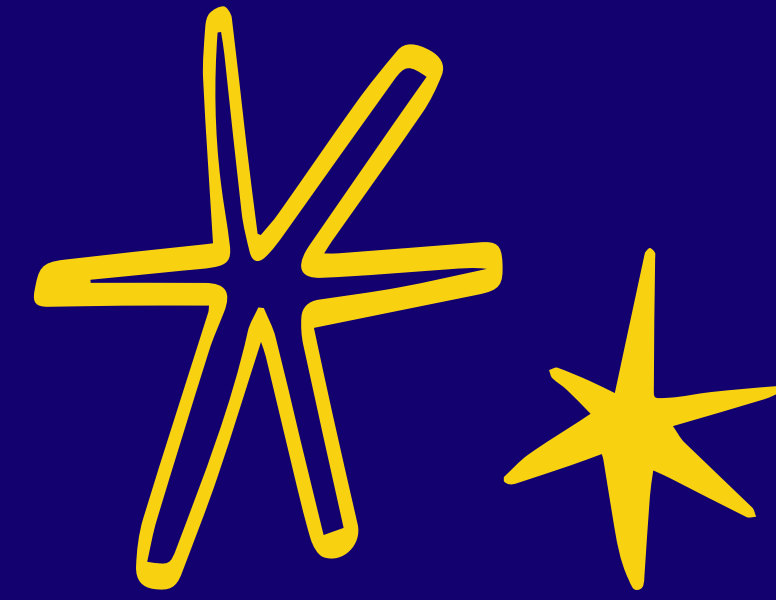
SUMMARY OF QUALIFICATIONS

- ▶ Dedicated and self-motivated individual with extensive experience in customer services, and inventory management.
- ▶ Excellent communication, organizational, and problem-solving skills.
- ▶ Proficient in Windows and Microsoft Office. Applied experience in the use of the Internet.

EMPLOYMENT HISTORY

Administrative Assistant
Name of Company, City, State

- ▶ Directed sales, marketing, and general administrative duties.




Boost Your Resumé

Best Practices Tailoring for Success

- Keep it short (1 page)
- Use action words ("Led," "Organized," "Helped")
- Save as PDF before you send it



Library Resources

- **Big Interview:** Use ResumeAI to see how well your resumé matches a job description.
 - **Brainfuse Adult Learning Center:** Offers 24/7 Writing Lab, Resumé Writing assistance, and more.
 - **Job & Career Accelerator:** Helps job-hunters create professional resumé and cover letters.
 - **LinkedIn Learning:** Hosts more than 16,000 courses designed to help you gain skills.
 - **Udemy:** An online learning platform for job-seekers who want to improve work-related skills.
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**Feel free to reach
out with any
questions!**



**Check our online
calendar for
Summer events!**