



APPRENTICESHIP RESUME BUILDER



CareerWise
Colorado

MODERN YOUTH APPRENTICESHIP



APPRENTICESHIP

RESUME BUILDER

The Apprenticeship Resume Builder is designed with you in mind. Putting together a resume can be hard, so this guide is here to help you build a unique, professional resume. A resume is a “snapshot” or quick advertisement of who you are; it showcases your skills, abilities, accomplishments, and experiences.

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For downloadable resume templates, visit the CareerWise website at www.careerwisecolorado.org/students/student-resources

RESUME TIPS & TRICKS

There are many ways to write and format a resume! The format you choose will not get you the job, but the skills and interests you highlight will.

✓ Keep your resume to **ONE PAGE.**

Does it look **CLEAN, NEAT,** and **PROFESSIONAL?**
Make sure it's spelling error free!

Is your **CONTACT INFO CLEARLY VISIBLE** at the top of your resume?

✓ Don't forget to include your phone number.

✓ Make sure your email address is **PROFESSIONAL!** Don't use an email address like sunshinegoddess951@email.com on your resume.

✓ You should never lie on a resume, but you want to make yourself look as impressive as possible! For example, instead of saying "I moved things in my dad's store", say "Arranged inventory to ensure that the store was clean and organized."



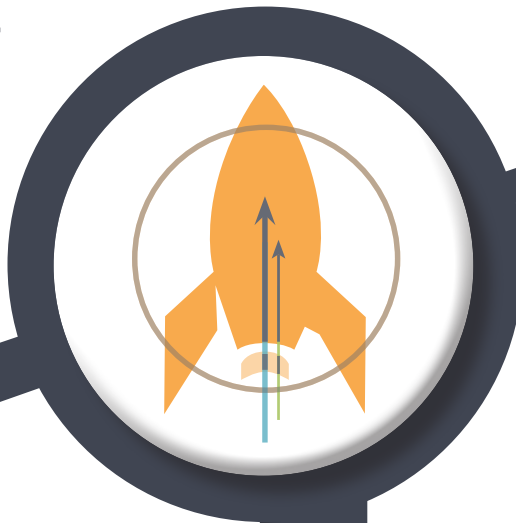
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RESUME CHECKLIST

Let's brainstorm your skills and experiences to help build your resume. Check off the items on the list below that represent you, then use them to build your professional resume.



ACHIEVEMENTS

- AWARDS/HONORS
- EXCEPTIONAL GPA
- AWARDS IN SCHOOL
- CLUBS & TEAMS
- COURSEWORK RELATED TO A PROFESSION

WORK EXPERIENCE

- PET SITTING
- BABYSITTING/CARING FOR OTHERS *(siblings or family members count)*
- YARD WORK/HOUSE REPAIRS *(even in your own home)*
- HELPING FAMILY MEMBERS WITH THEIR WORK
- FORMAL JOBS THAT YOU'VE BEEN PAID FOR
- INTERNSHIPS
- VOLUNTEERING *(for example at your place of worship, at a school event, etc.)*

NAME:

ADDRESS:
(optional)

PHONE:

EMAIL:

EDUCATION

HIGH SCHOOL NAME:

ANTICIPATED GRADUATION:

INTERESTS/ ACTIVITIES

- **CLUBS** (*clubs that you are part of inside or outside school*)
- **SPORTS OR INSTRUMENTS YOU PLAY**
- **EXTRACURRICULAR ACTIVITIES** (*any activity outside of school*)
- **INTERESTS IN CURRENT AFFAIRS, NEWS OR POLITICS**
- **ACTIVITY IN CHURCH OR RELIGIOUS GROUPS**

SKILLS

- **ADAPTABLE:** *capacity to adapt to new situations and ability to tolerate change well*
- **ARTISTIC:** *conveys oneself in a creative way (print, video, music, dance, art, etc.)*
- **BILINGUAL:** *able to speak two or more languages*
- **CAREGIVER:** *able to empathize with others and able to give sensitive care to people who are young, sick, elderly, or have special needs.*

- **COMPUTER SKILLS:** *able to use a variety of software programs (Word, PowerPoint, Excel, etc.)*
- **CREATIVE THINKING:** *able to generate new ideas, invent new things, create new images or designs. Finds new solutions*
- **CRITICAL THINKING:** *able to review different points of view or ideas and make objective judgments. Investigates all solutions.*
- **DEPENDABLE:** *people can rely and trust that you will do what you say you will do*
- **INTERPERSONAL SKILLS:** *able to interact successfully with a wide range of people*
- **LEADERSHIP:** *motivates and empowers others to act*
- **MATHEMATICAL:** *ability to work well with numbers and solve math equations*
- **MECHANICAL:** *able to install, operate, monitor, build equipment and mechanical devices.*
- **PERSISTENCE & COMMITMENT:** *able to overcome obstacles in completing tasks and projects*
- **PRESENTATION SKILLS:** *present information and ideas clearly and concisely*
- **OPEN MINDED:** *open and receptive to considering new ideas and ways of thinking*
- **ORGANIZED:** *able to organize information, people or things in a systematic way, establish priorities and meet deadlines*
- **PLANNING:** *able to plan projects, events, and programs*
- **PROBLEM SOLVING:** *able to find solutions to challenges or problems*
- **TIME MANAGEMENT:** *able to meet deadlines when turning in work and projects and arriving to places on time*
- **WRITING:** *able to convey your thoughts through the written word, while being clear concise and accurate*



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EXPERIENCE-BASED RESUME

FIRSTNAME LASTNAME

namenname@gmail.com | 555.555.5555

EDUCATION

George Washington High School

Denver, CO

Anticipated Graduation Date: May 2021

Relevant Coursework: (Optional)

GPA: (Optional)

Career Goals: (Optional)

WORK EXPERIENCE

Employer/Organization Name

Location

Position/Title/Role

Month Year – Present

- Accomplishment Statement (what was done, how it was done, with outcomes focus, quantified where possible)
- Accomplishment Statement

Employer Name

Location

Position

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement

LEADERSHIP AND COMMUNITY INVOLVEMENT

Organization Name

Location

Position/Title if any

Month Year – Month Year

- Accomplishment Statement (what is the purpose of the club, how did you contribute?)
- Accomplishment Statement

Organization Name

Location

Position/Title if any

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement

SKILLS AND ACHIEVEMENTS

President, DECA Club

Fluent in Spanish (oral and written)

Proficient in Internet research, Excel and Google spreadsheets



STRENGTHS-BASED RESUME

Your Name

email@gmail.com

555.555.5555

EDUCATION

Enrolled in Cherokee Trail High School - Sophomore year
Projected graduation date: May 2022
G.P.A. 3.75

KEY STRENGTHS

- *Responsible* - I help my family by taking care of my three younger siblings before and after school
- *Time management* - I am good at balancing between immediate needs and long-term goals. My flexibility and persistence are real assets. In a group effort, my time sense might help others stay steady and focused.
- *Idea generation* - I have the ability to balance between coming up with ideas and focusing on a single idea to develop a practical plan.
- *Taking initiative* - My ability to take initiative during difficulty helps reduce any negative impacts that will affect goals and plans.

SKILLS

- Proficient in the Microsoft Office Suite
- Skilled in the engineering and architectural rendering programs Autodesk Revit and SolidWorks. Capable of learning other programs with ease.
- Excellent in performing arithmetic and college-level algebra.
- Capable of developing letters and emails with appropriate syntax and diction to effectively get a point across.
- Fluent in English and Spanish. Studying Mandarin Chinese and looking to learn even more languages.

ACHIEVEMENTS

Principal's Honor Roll- 2017-2019

- Received all years of my high school career

Academic Letter Award- 2018

- Achieved by having a cumulative unweighted G.P.A. of 3.7 or above

Multiple Art Show Awards

- Art show awards given by the Art Department including:
 - Honorable Mention Drawing- 2018 Spring Art Show
 - 2nd Place Drawing- 2018 Winter Art Show

National Honor Society- 2018

- Inducted into my school's National Honor Society

Aspen Flight Club- 2018

- Enrolled in the flight training program learning to fly and operate aircraft