



*We envision a Jamaica where students are inspired and empowered to succeed and to positively impact their community.*

## RESUME

Your resume should have the following structures:

The first section of your resume should include information on how the employer can contact you. This is:

First and Last Name, Address, Phone Number, Email Address

### OBJECTIVE/SUMMARY (OPTIONAL)

What do you want to do? If you include this section, it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

### EDUCATION

In the education section of your resume, list the colleges/universities you attended, the degrees you attained, your GPA, and any special awards and honours you earned. College/University, Location, Degree/GPA, Awards/Honours. In your case, your high school(s) is enough for the resume and the years present.

Example:

**Bob Brown High School**

2012-2019

- Valedictorian

### QUALIFICATIONS

A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. This is where you can place your CSEC/CAPE subjects taken recently. If you are awaiting results, you may use pending. If you took a short course or a licensed course such as First Aid, you may place it here

### EXPERIENCE

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. For example,



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***Company #1, Location***

*Dates Worked*

*Job Title*

*Responsibilities/Achievements*

If you do not have any work experience, you can place student leadership experiences in the same format. For example:

**Student Council General Secretary for Bob Brown High School**

September 2020–Present

- Managed external and internal correspondences for the student council
- Created a letter writing workshop for 40 club secretaries
- Created and managed a student leadership directory available for the student population
- Awarded “Executive Member of the Year”

Keep the bullet points short and concise and use no more than 4-5 points

**SKILLS AND INTERESTS**

Include skills you have related to the position/career field that you are applying for i.e. computer skills, language proficiency, graphic design. You can also place things that you have an interest in that could be beneficial for the job, for instance, web development, marketing and social media management, content creation, literature, film, art, etc.

**EXTRA-CURRICULAR ACTIVITIES AND SPECIAL AWARDS AND VOLUNTARY SERVICE**

This section will be dedicated to club and societies that you have been a part of and special awards that you have won in your tenure at school or maybe outside of school. You can also mention volunteering projects you have worked on. You can order them in chronological order and place the strongest awards and societies and club that you are active in. You can also mention volunteering projects you have worked.



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## RESUME PREPARATION GUIDE

Fill in the following page to prepare for your resume.

The first section of your resume should include information on how the employer can contact you.

**First and Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Objective:** What do you want to do? What are your employment goals? What is your career goal?

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**Education:** What high school did you attend and for how long? *You can place the Term Average below if you wish*

**Qualifications:** What subjects did you take examinations for. Do you have short courses that you have completed?

**Experience:** Include your work history and student leadership roles (if applicable). List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company # 1: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities/Achievements:

- 1.
- 2.



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**Skills and Interests:** Include skills and interested related to the position

- Skills: \_\_\_\_\_
- Interested in \_\_\_\_\_

**Extra-curricular activities and special awards and voluntary service:**

Member of [Club] -[Year]

Winner of [Special Awards]-[Year]

Volunteered on [Project Name]-[Year]