



Apprenticeship ~ The Other 4 Year Degree

School District 42

*"We are all apprentices in a craft where no one
ever becomes a master"*

Ernest Hemingway

WORK IN TRADES RESUME



Resume Assignment

As a work in trades student, you may think that you don't need a resume. However, high school work in trades students need resumes just as much as any other students do in order to keep your skills current.

Important TIPS when composing your resume:

- **No more than one full page.** Your high school resume should never be longer than one page.
- **Customize your objective.** An objective lets potential employers know your main goal. For example, your objective may be "To obtain a sponsor for your apprenticeship." Hence you would need to ask if there is a registered trades-person that can sign off on your hours.
- **What if you do not have any work experience?** Consider listing volunteer work and/or school related experiences, such as laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume.
- **List your accomplishments.** Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved and got things done.
- **Use keywords.** *(Use this TIP when you're ready to submit a real resume to a real job posting.)* Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting. (Remember to use only the qualifications/keywords that you actually possess.)
- **Proofread everything to make sure there are NO mistakes.** It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.
- **Never lie on your resume.** Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.

Assignment Instructions:

1. Use the tips above to help you update your resume to be ready for a new job.
2. Approved fonts are Times New Roman 12 pt font, Calibri 11 pt font OR Arial 11 pt font.
3. **Single space** within sections and **double space** between sections.
4. Headers must be bold.
5. Add name, address, phone number, and email address at the top of the page. Each item should be on its own line and centered horizontally

Updated Resume Rough Draft

OBJECTIVE

EDUCATION



WORK EXPERIENCE

VOLUNTEER EXPERIENCE

AWARDS & CERTIFICATES

SKILLS & ABILITIES

EXTRACURRICULAR ACTIVITIES
