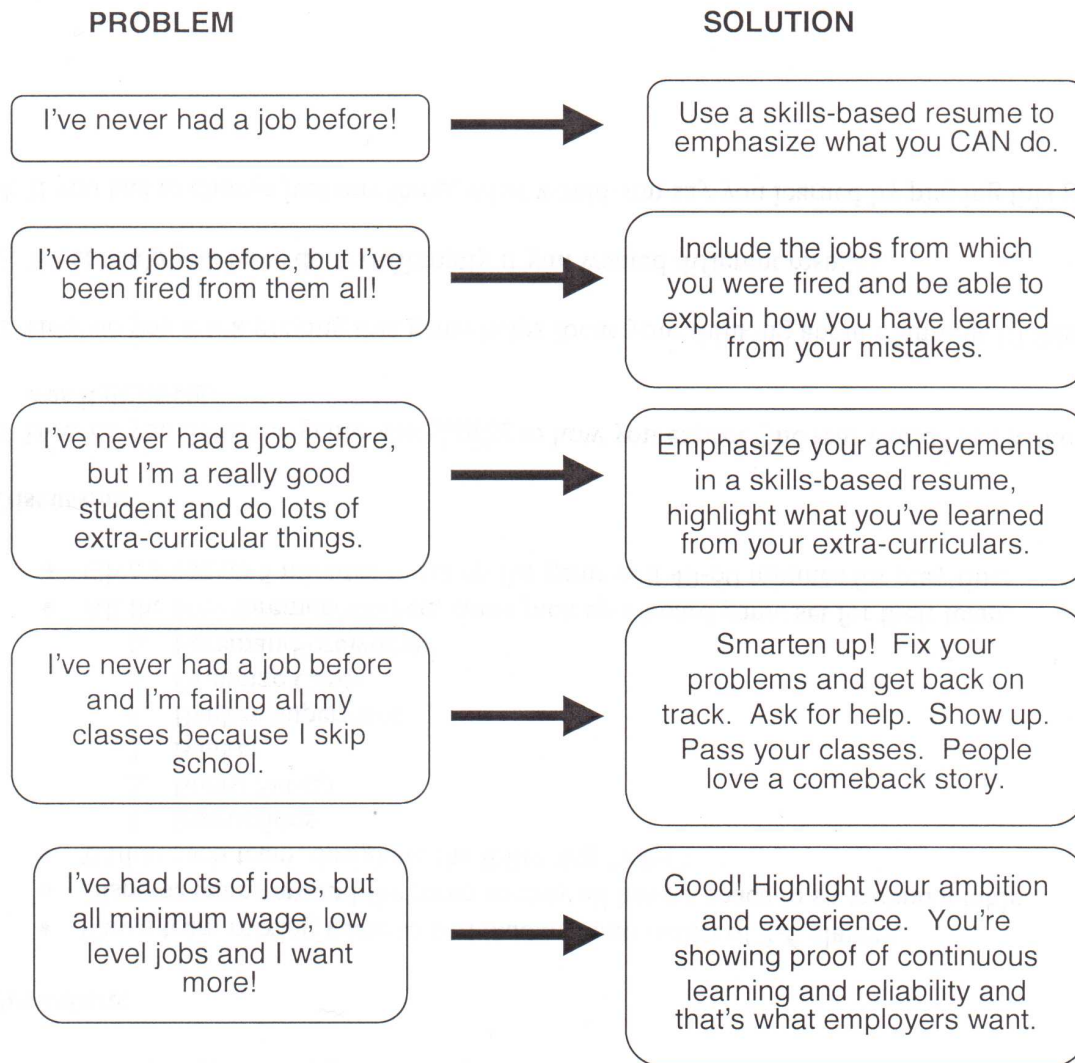


RESUME FORMATS

A resume is a document that describes your skills, work experience, and education. It gives prospective employers an idea of who you are. There are many formats, templates, and styles of resume that should be tailored to your particular strengths or the job you desire.

Some issues for teens and resumes...



There are two main ways to present your resume information:

A skills-based resume highlights what you can do, the services you can offer, and your occupational goals. Previous job history is minimized. This is a great format for teens just starting work or people switching careers who might lack experience in one field, but have other things to offer.

TAILOR YOUR RESUME TO THE JOB AND WHAT YOU HAVE TO OFFER.