

Resume for Website (40 points)

First, use one of the following links to begin the creation of your resume:

[Canva Resume maker](#)

[Google Resume Templates](#)

[Quick Resume Builder](#) (3 dollars... but super easy)

[How to use chat GBT for resume building](#)

[ResumeNow](#)

[ResumeGenius](#) (may have a small fee)

Second, read through the categories that should be on your resume:

- Name, address, phone number and email
- Objective [Resume Objective Writing/Examples](#)
- Education (El Capitan High School, Graduation pending June, 2020)
- Experience (If you mow lawns or babysit or help your church, school, etc... that's experience)
- Skills (being bilingual is a skill) [List of Skills](#)
- Three references (former employers, teachers, coaches, counselors, church mentors)
Cannot be a parent, relative, friend, etc.

Third, read through the things to consider when creating your resume:

- All Fonts and sizes must be the same (unless you make your name larger at top of page or your category subtopics larger) [See highlighted examples](#)
- All verb tenses must be the same. When describing your skills or work experience your action words must either end with **ed** or **ing** [See example](#)
- Your resume must be uniform which means the formatting must look the same throughout the entire page
- Do NOT abbreviate on a resume or cover letter. For example: if you are writing your address it wouldn't be Forest **Dr.** it would be Forest **Drive**
- Absolutely NO spelling or grammatical errors!
- Your experience and education should have dates. If you are not sure... try to guess and get as close as possible to real dates.

Lastly, you must upload your resume to your website. I don't want it linked in your page, so read carefully:

Important: This will be due on Friday by the end of the period (published on your website)...
No exceptions!