

5 STEPS TO BUILDING YOUR RESUME

01. TAILOR YOUR RESUME

Customize your resume for each application by focusing on skills and experiences relevant to the job.

02. KEEP IT SIMPLE

Use clear and short descriptions to make sure your resume is easy to understand. Use the tools on MCA to include job descriptions and skills.

03. HIGHLIGHT YOUR WINS

Show off achievements like awards, volunteer work, or leadership roles to impress potential employers.

04. BE CREATIVE

Highlight skills you've gained though being a student and extracurricular activities. These skills could include time management, problem-solving, and leadership.

05. CHECK FOR MISTAKES

Make sure your resume is error-free by proofreading it carefully.

RESUME BUILDING

Directions: Goodwill's [MyCareerAdvisor.com](https://www.goodwill.com/mycareeradvisor) platform can help you build the skills you need to pursue the career of your dreams. Find the hidden words and phrases below related to the topic of **Resume Building**. Use the template below to write your **Professional Summary**.

C	E	R	T	I	F	I	C	A	T	I	O	N	Q
A	C	T	I	V	I	T	I	E	S	A	U	H	U
H	U	P	C	A	R	E	E	R	H	N	T	D	A
C	E	R	I	C	L	U	Q	N	T	U	U	P	L
I	S	R	D	L	E	C	S	P	O	I	R	I	I
X	C	I	P	U	H	E	R	L	L	F	P	U	F
L	S	O	T	B	I	I	P	T	L	N	R	S	I
T	R	Q	C	S	S	I	T	E	R	I	A	U	C
R	P	L	S	C	R	E	S	U	M	E	K	I	A
I	I	D	N	U	O	R	G	K	C	A	B	S	T
S	A	P	P	L	I	C	A	T	I	O	N	A	I
L	E	A	D	E	R	S	H	I	P	E	N	P	O
E	N	U	P	D	A	T	E	S	I	E	Q	S	N
S	P	E	X	P	E	R	I	E	N	C	E	E	S

- Activities
- Background
- Skills
- Experience
- Leadership
- Application
- Career
- Resume
- Clubs
- Qualifications
- Certification
- Updates

Professional Summary Template:

As a high school student with experience in [highlight relevant experience or activities], I bring [highlight a key skill or trait]. With a passion for [mention an interest or goal], I am excited to contribute to [mention a specific opportunity or objective], helping [mention how you can help the company or organization].