

## Writing a Résumé

Probably the easiest way to get a job is through direct contact rather than sending a letter of application in the mail. When you meet up to ask for a job, it may be a good idea to have written a résumé beforehand. Although this is not so customary in Europe, it is quite common in the United States.

A résumé (pronounced *re-zu-may*) is a short list of facts about you. It should be brief – no more than a page. It should contain:

- your name, address, phone number and/or e-mail address, age or date of birth
- your reason for applying for the job
- your educational experience – where you go to school now, any special courses you may have taken, and when you intend to finish school
- your work experience – any jobs including baby-sitting and volunteer work
- any special skills such as languages you speak in addition to your native language, sports or after-school activities and hobbies
- the name of one or two persons who can give you a character reference, that is tell a future employer what type of person you are. Note that in the United States these persons are called *references*, whereas in the United Kingdom they are called *referees*.

employer arbeidsgiver/arbeidsgivar



Study the résumé on page 298.

- Type your full name at the top of the résumé.
- On the next line, write your full address and date of birth.
- On the third line write the city where you live and the postal code
- Below your name and address write your home phone number and cell phone and complete e-mail address

Now think about what you want to say about yourself and your *goals*. Start out by asking yourself some questions. Why do you want this job (besides earning your own money)? What can you contribute to the work place?

Try to answer in a single sentence in simple language. For example you might say:

- *I am a dependable, friendly person who works well as part of a team.*
- *I enjoy being with children and helping them develop their skills.*
- *I am an outgoing person who enjoys helping customers.*

Remember that *education* includes any extra summer courses etc. that you may have taken.

You may find it difficult to write anything under *work experience*, but you have almost certainly had some experience that could be called “work” – for example baby-sitting, caring for an elderly relative, helping your parents with a family business, volunteer work at school or in your community and so on.

*Special skills* shouldn't be too hard to fill out. What makes you stand out? Do you speak more than one language perhaps? Or have you participated in your school's theatrical productions or represented your class in the student council? Perhaps you are quite good at sports like snowboard or sailing? Or maybe you have an unusual hobby? Write it here!

Now last of all: who can you ask to be your *references*? Think of a teacher, family friend or a club leader who knows you well. You want to ask someone who will say that he or she has known you for a number of years and can recommend you as a dependable employee. But – remember to ask people first before listing them as references!

dependable pålitelig/påliteleg





NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TEL: \_\_\_\_\_ E-MAIL \_\_\_\_\_

**Goal:** \_\_\_\_\_

**Educational  
experience:** \_\_\_\_\_

**Additional  
courses:** \_\_\_\_\_

**Work  
experience:** \_\_\_\_\_

**Special  
skills:** \_\_\_\_\_

**References:** \_\_\_\_\_