

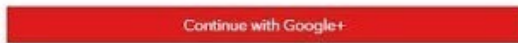


Resume Planning with Major Clarity

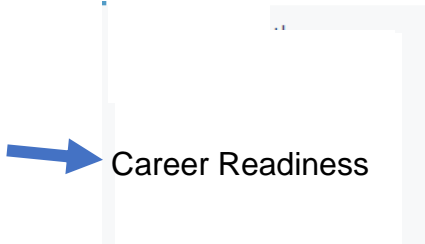
Directions:

1. Go to platform.majorclarity.com

2. Enter your email address then choose:



3. Choose 'career readiness' from the dashboard



Remember that Resumes need to be updated frequently! All the components that are entered today can and should be updated at any time.

[View resume](#)

- Basic Information**
Click to expand and complete the form.
- Experience**
Click to expand and complete the form.
- Education**
Click to expand and complete the form.
- Skills**
Click to expand and complete the form.
- Contact**
Click to expand and complete the form.

1. Basic information:

- Make sure your name is spelled correctly
- Type the email address that you will check regularly
- Enter the phone number that you will answer
- Complete the objective statement: Major Clarity gives an example that can be used.

Example: *To obtain a part-time child care position in a business or for a family that allows me to build upon my prior experience, as well as utilize my strengths in organization, problem solving, interpersonal communication, and flexibility.*

2. Experience:

Click the button to add. This is your opportunity to share all your work and volunteer experience. You the **Resume Word List** to help you describe your experiences.

Company name

Company location

Start date **End date**

Job title

What you did

Example: Company Name – St. Raphael’s Catholic Church

Company Location – Raleigh, NC

Start Date: March 2014 **End Date:** Present

Job Title: Child Care Assistant

What you did: Assisted Director in the child care center, Provided care for 15 children between the ages of 3 and 4, Organized and managed child activities, planned and Implemented creative projects for the children.

3. **Education:**
information.

Click the button to add. In this section you will enter your high school information.

School name
Wakefield High School

School location
Raleigh, NC

Start date **Graduation date**
Tue Aug 01 2017 Mon Jun 01 2020

Degree awarded (College only)
BS Computer Science

GPA
3.72

Honors
Member of English Honor Society, President

Example: School Name – Wakefield High School

Company Location – Raleigh, NC

Start Date: August 2017 **Graduation Date:** June 2020

SKIP Degree Awarded

GPA: This is not necessary but can be included

Honors: National Honors Society, National Science Honors Society, Features Editor for WHS Newspaper, Peer English and Spanish Tutor

4. **Skills:**

Click the button to add. Use this section to highlight all your skills and abilities.

Skill group
Business Management

Skills
Separate skills with a comma.

Profit-loss analysis, PowerPoint, Microsoft

Save skills

Example: Skill Group – Computer & Technical Skills

Skills – Proficient in Microsoft Word, Excel, and PowerPoint, Proficient in Adobe Photoshop.

5. **Contact:**

Enter your current address in this section.

Contact
Click to expand and complete the form.

Your address
20 W Newton St. Richmond, VA 98107

Save information

Example: 201 West Newton Street, Raleigh, NC 27614

Follow Up Questions:

1. What is your most valuable skills or strengths and why?
2. What are some ways you could expand your résumé while in high school?
3. How could this improve your overall career readiness?
4. If you were hiring someone for a job, what 3 things might you look for in a resume?

Résumé Word List

ACTION VERBS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Acted	Calculated	Decided	Evaluated	Governed	Investigated	Modeled
Adapted	Chartered	Defined	Examined	Guided	Judged	Monitored
Addressed	Checked	Delegated	Expanded	Handled	Kept	Multiplied
Administered	Classified	Delivered	Experimented	Headed	Learned	Negotiated
Advised	Coached	Designed	Extracted	Helped	Lectured	Officiated
Allocated	Collected	Detected	Facilitated	Identified	Led	Offered
Analyzed	Communicated	Directed	Filed	Illustrated	Lifted	Operated
Approved	Compared	Documented	Financed	Imagined	Listened	Overhauled
Arranged	Completed	Drove	Fixed	Implemented	Logged	Performed
Ascertained	Computed	Dug	Followed	Improved	Made	Reviewed
Assisted	Conceived	Edited	Formulated	Improvised	Maintained	Trained
Attained	Coordinated	Eliminated	Founded	Increased	Managed	Updated
Audited	Copied	Empathized	Gathered	Indexed	Manipulated	Validated
Brought	Counseled	Enforced	Gave	Initiated	Mediated	Valued
Budgeted	Created	Established	Generated	Inspected	Memorized	Visualized
Built	Dealt	Estimated	Got	Interpreted	Mobilized	Wrote

SKILL VERBS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Achieve	Deliver	File	Make	Produce	Repair	Take Instruction
Act	Draw	Finance	Manage	Promote	Research	Talk
Administered	Edit	Imagine	Manipulate	Publicize	Schedule	Teach/Train
Analyze	Elicit	Implement	Motivate	Purchase	Select	Tell
Assemble	Eliminate	Improve	Negotiate	Question	Sell	Troubleshoot
Build	Emphasize	Improvise	Observe	Raise	Sense	Tutor
Calculate	Enforce	Increase	Organize	Read	Separate	Type
Communicate	Establish	Influence	Originate	Realize	Serve	Umpire
Compose	Estimate	Interview	Paint	Reason	Service	Understand
Consult	Evaluate	Invent	Perceive	Receive	Set	Unify
Control	Examine	Judge	Perform	Recommend	Sew	Upgrade
Coordinate	Expand	Keep	Persevere	Reconcile	Shape	Use
Copy	Experiment	Lead	Persuade	Record	Speak	Utilize
Count	Explain	Learn	Photograph	Recruit	Study	Verbalize
Create	Express	Lecture	Pilot	Reduce	Summarize	Weigh
Debate	Extract	Listen	Plan	Refer	Supervise	Work
Define	Figure	Maintain	Problem Solve	Remember	Supply	Write

ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

Active	Creative	Efficient	Firm	Mature	Pleasant	Sense of Humor
Adaptable	Dependable	Energetic	Honest	Methodical	Positive	Sensitive
Adept	Determined	Enterprising	Innovative	Objective	Productive	Sincere
Broad-minded	Diplomatic	Experienced	Instrumental	Outgoing	Reliable	Successful
Competent	Disciplined	Fair	Logical	Participate	Resourceful	Tactful

