



HOW TO CREATE A RESUME

A Step-by-Step Guide



1 EDUCATION

- ☐ School Name
- ☐ Graduation Year

2 WORK EXPERIENCE

- ☐ Company Name, Job Title, Dates of Employment
- ☐ Summary of Responsibilities
- ☐ Can be Informal: e.g. Babysitting, Lawnmowing, etc.



3 EXTRACURRICULARS

- ☐ e.g. Athletics, Music, Student Organizations/Clubs, etc.
- ☐ Include Name, Dates of Participation, and Scope of Involvement

4 VOLUNTEER WORK

- ☐ Name of Organization/Charity
- ☐ Dates of Participation
- ☐ Scope of Contribution



5 CERTIFICATIONS/AWARDS

- ☐ e.g. CPR, Academic/Athletic Accolades, etc.
- ☐ Include Date Received

Questions?

Please contact us at careers@tdstelecom.com

John Doe

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EDUCATION

Heritage University

Class of 2021

WORK EXPERIENCE

Lawn Mowing

Self-Employed

January 2021 - March 2021

- Mowed neighbors' lawns efficiently
- Built excellent customer relationship
- Received great reviews for customer service

Waiter

Carl's Coffee Shop

February 2020 - December 2020

- Greeted customers and helped them with their order
- Handled multiple customer orders
- Kept track of inventory and refilled when necessary

EXTRACURRICULARS

Varsity Soccer - Captain

August 2020 - Present

Chess Club - Member

December 2020 - Present

Karate - Green Belt

February 2019 - Present

VOLUNTEER WORK

Charity Club

September 2020 - Present

- Help deliver food to local food pantry
- Write letters to senior citizens
- Raise/donate money to local charity organizations

CERTIFICATIONS/AWARDS

CPR Certified

November 2020

Volunteer of the Year

December 2020

Outstanding Athlete Award

May 2019