



Resume and Cover Letter Starter Packet

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This packet includes a **resume and cover letter worksheet** for you to work through to learn how to build effective components and learn how to put them all together.

First is the **resume worksheet**, with a **blank template** at the end for you to practice creating a full resume (scan this QR code for our online template). 




Second is the **cover letter worksheet**, If you need a job posting to practice with to complete the worksheet scan this QR code for a PWA **sample job posting**: 



If you want to see an example of what a complete resume and cover letter look like, scan the QR code below to see PWA's **sample resume and cover letter**: 



To learn more about PWA and our resources and events for students, scan this QR code to visit our website: 



How to use this worksheet

Fill out each section of this worksheet, reading the instructions carefully. For more resources on resumes, worksheets, and interviews, visit Portland Workforce Alliance’s student opportunities page by scanning the QR code on the previous page.

Why is a resume important?

The purpose of a resume is to let a company (employer) know your interest in a job and to highlight the relevant skills, knowledge, experience and education you have that makes you a good fit (candidate) for the role.

Your goal is to secure an interview with a well-written resume. It is often the first impression you will make. The resume is one of the most important documents you create and update throughout your work experience.

Personal Skills and Characteristics

The following is a list of personal character traits that employers value. Circle 5-7 traits that you feel represent some of your strongest qualities. Try and highlight these traits throughout the following resume sections.

- | | | |
|---------------------------|-------------------|------------------|
| Able to follow directions | Good communicator | Outgoing |
| Able to solve problems | Good listener | Patient |
| Able to work with others | Hard working | Persistent |
| Adaptable | Helpful | Reliable |
| Cooperative | Honest | Responsible |
| Creative | Independent | Confident |
| Dependable | Intelligent | Sincere |
| Detail oriented | Mature | Trustworthy |
| Enthusiastic | Motivated | Willing to learn |

Objective / Summary Statement A resume objective or summary statement is a brief statement that helps the people hiring understand your background and/or goals. Try highlighting some of the traits you circled.

These statements often take the format of: *[Traits that describe you] [a title, like "worker," "student," "professional,"] + with [skills you want to highlight].*

Example: *Results-focused, quality-driven worker with strong communication skills and a strong dedication to team goals.*

Example: *Highly motivated and dedicated student with strong communication and interpersonal skill*

Practice writing a summary statement below:

Describing Your Community Service and Work Experience

On your resume, you will list the work experiences you have, and describe them in short statements below. You will want to show the employer the ways you have used the skills or traits you circled above.

TOP TIPS

It is ok to not have formal job experience as a high school student. List anything that might show an employer you can handle responsibilities and take initiative. Remember, experience can be both paid and unpaid. Have you ever babysat, mowed your neighbor's lawn, or worked in fast food or family business? What about volunteering or helping fundraise for a cause or school event? Be sure to list what you think might help land you an interview.

Common format: *[Action word] [description of the work that you did] by [details on how you did that work].*

Examples of Action Words: Achieved; Analyzed; Arranged; Assisted; Attained; Coached; Collected; Coordinated; Created; Edited; Established; Explained; Guided; Identified

Example experience: Assisted with the daily upkeep of the animal shelter **by** cleaning cages, filling water and food bowls, providing company to animals, and walking dogs.

Practice creating an experience statement for your resume below:

What job/experience was this for? _____

Statement: _____

Activities and Clubs

Think of any other activities you have completed in high school. Are you on a school team? Part of a club? Just like work experience, these activities can show employers skills and values that they want to see in their employees!

The goal of these statements is to show what values or skills you gained/ practiced/ learned/ used during these activities.

Example: Gained teamwork and communication skills.

Practice creating an description of what you gained from an activity for your resume below:

What club/activity was this for? _____

Statement: _____

Skills

List any skills that may set your resume apart from the pack. **Examples include being bi-lingual, computer skills/programs that you use, CPR or First Aid certification.** You can also list any skills you circled at the top of this worksheet that you weren't able to highlight in other sections!

Resume Template:

Use the template-worksheet on the next page to create a resume draft! Use the skills you learned on the worksheet to create strong statements using action words, and try to highlight as many of your skills and traits as possible!

You can also find a fully blank resume template by scanning the QR code:



First Name

Last Name

City ,

State,

Zip

Cell: (xxx) xxx-xxxx

Email: emample@gmail.com

SUMMARY OR OBJECTIVE

Write your summary or objective Statement here

EDUCATION

School Name, City, State

Month Year

Graduating

Month,

YYYY

- Current GPA: _____

- _____

List other awards or achievements, IB Diploma, Honor roll, AP classes, etc.

WORK EXPERIENCE

Company Name,

City,

State

Month

Year

Your position title

- _____
Fill in your statements describing skills or work performed here!

- _____
Use the next blank experience section to practice writing about another work experience.

Portland Workforce Alliance (PWA) believes in big dreams and good careers for all students. We see meaningful access to career development as a matter of social and economic justice. To learn more about our student opportunities, visit our website at portlandworkforcealliance.org

Company Name, City, State Month Year

Your position title

- _____
Fill in your statements describing skills or work performed here!
- _____

[OPTIONAL] ACTIVITIES AND CLUBS

Club/activity name Month Year

Your position title

- _____
Statement describing skills or values you learned here
- _____

SKILLS

● **List your skills here!**

- _____
- _____
- _____
- _____

What is a cover letter?

A cover letter gives you a chance to show an employer that you have the skills, qualities and/or traits that they are looking for, and some jobs require that you write a cover letter for your application. Make sure to customize your cover letter for each opportunity to which you are applying.

What should a cover letter include?

A cover should include what you are looking to achieve, your experience to date, and the top three qualities you possess that appear in the job posting. Use the same font and design standards as your resume. Carefully reading job postings will give you the info you need to write a good cover letter. **Fill out the fields below by referencing a job posting (scan the QR code for PWA's Sample Job Posting).**



Job Title: _____

Name of the Hiring Manager: _____

If there is no one listed, you can always list "Hiring Committee"

How did you hear about this position?

Example: I found out about this position through my career counselor.

What is the mission, product, or service of the organization:

Hint on PWA example: Portland Parks & Recreation currently operates eight Community Centers that [search the example posting and finish sentence below].

Why are you interested in this position, or the mission/product or service of the organization?

Example: I'm passionate about providing welcoming community spaces.

Search the job description for the traits, skills or experience the employer wants the person they hire to have, and list them below. *One answer from the example posting is already given, search the posting for at least 3 more!*

Example: Answer phones _____

List three experiences or traits that you have that are the same or similar to those you wrote in above. You don't have to have practiced these skills in a job, you can reference things you have done for your family, sports, organizing events with friends, get creative and show your skills!

Example: Experience answering professional calls

1. _____
2. _____
3. _____

Pick 2 of the traits, experiences, or skills you listed above, and **write an example of HOW in the past you learned or showed that trait/experience/skill**. Write full sentences.

Example: I have experience answering professional calls from my work babysitting, in which I communicated scheduling and responsibilities with parents over the phone.

1. _____

2. _____

What do you want to happen after you send in this application? If this is a position that requires an interview, make sure to let them know how to contact you and that you look forward to hearing from them.

Example: I am available via email or phone to schedule an interview, and I look forward to hearing from you.

Now put it all into practice! Reference your answers above and use them to write the opening, middle, and closing paragraphs of a cover letter:

Opening Paragraph: Explain how you heard about the position, and why you are interested in the position at this organization:

Middle Paragraph[s]: This is where you will give the examples of how you have the skills or traits that they want in this position. Use the sentences that you wrote above about HOW in the past you learned or showed that trait/experience/skill, and build them into 1-2 paragraphs. Use more examples than those you wrote above if you want! Just remember a cover letter should be brief and fit on a single page:

Closing Paragraph: Remind the employer why you are interested in this position (don't just copy and paste what you said in the opening paragraph, use different words this time!). Then make sure to ask for what you want to happen next

