**CKI RESUME**

How to tie CKI into your resume

***Resume Tips***

* Resumes are *summaries*, not stories of a person.
* Resumes only get you to an interview, the rest is up to you
* Try to keep it as short as possible while including everything necessary
  + Most companies only skim your resume, so if it’s too long they’re more likely to skip over parts.
* If you’re submitting your resume for a job in a specific field, tailor your resume to fit the job description.
* Recommended Formatting:
  + Reverse Chronological Order

***Things to Include***

* Contact Information: Full Name, Address, Email, and Phone Number
* Professional Overview: 1-3 sentences on what you desire to accomplish through the position
* Education: University name, GPA, and graduation date (or anticipated date)
* Awards and Certificates
* Skills
* Previous Work Experiences: List most relevant if there are many
* Languages: State level of proficiency
* Community Service: List hours and any relevant projects

***Skills and Experiences Gained from CKI***

* Include any leadership positions you held in your time in CKI (describe what they taught you
* Include any leadership training you attended and/or hosted
* Include any service projects in your club or district that you helped plan

***Tie All That Into your Resume***

* Use CKI tips to talk about how it’s developed you as a professional
* Ex: General Member: Helped facilitate mentoring sessions for children aged from 10-13
* Ex: Club President: Held overall responsibility for the club and guided the members and officers through their individual duties.

***General Tips to Remember***

* Use a clean, consistent design throughout your resume to make it look neat.
* Double/triple check for spelling and grammar errors.
* Frequently update your resume page as you gain more experience
* Use your University Career Center as a resource to help polish your resume.
* Know your Resume; If an interviewer sees something that they’re unsure about, they will ask you about it.