



RESUME WRITING

THINKING

OUTSIDE

THE BOX

RESUME

WHERE DO I BEGIN?

Start with these questions:

- have I had any paid employment?
- have I done any volunteering?
- have I done anything at school that I could add to my resume?
- do I work around the house, in the community or in groups/activities?



HAVE I HAD PAID EMPLOYMENT?

How to Think Outside the Box:

Paid employment doesn't have to be what we think of as the typical job where you go to a store, company, facility or organization, have a boss or supervisor, do your work according to your job description and get paid on a regular basis.

Other things that can be considered "paid employment" include earning cash by:

- walking a neighbors dog
- mowing lawns
- cleaning someone's home
- earning allowance by completing household chores
- babysitting/pet sitting
- helping a neighbor with a task like moving a piece of furniture or doing a small repair
- one-time jobs like helping a vendor at a farmers market, assisting a photographer with a photo shoot or helping someone move
- running an errand for someone and getting cash as a tip
- watering a neighbor's flowers/lawn while they are on vacation
- assisting with a garage sale and earning money from the items you sold

If you have ever earned money, you have something to put on your resume under work experience! It may look a little different than a traditional resume but that's OK!



The work you do COUNTS and is VALUABLE no matter what the job is and how much you were paid.



HAVE I EVER VOLUNTEERED?

How to Think Outside the Box:

Volunteering is another way to gain valuable skills including:

- communication
- work ethic
- time management
- cooperation
- public service
- additional skills related directly to the volunteer experience

Have you ever:

- helped tend to a community or neighborhood garden?
- volunteered to help a teacher hand out or pick up papers?
- helped a sibling or friend organize their room?
- assisted neighbors with shoveling their walkway?
- watched someone's children?
- read books to younger classes at school?
- helped someone with homework?
- helped out at a school, church, community or neighborhood event?

If you have ever taken the initiative to help someone, assist at an event, involve yourself in a community activity or assist a neighbor, friend or family with a task, you have volunteered and built valuable skills!



Everything you do can have **purpose**, **build character** and help to **create a skill set**. It's important to engage with friends, families, neighbors, peers and community members and look for ways to volunteer, share your time and gifts, and gain experience, new skills and knowledge.



HAVE I SERVED AT A SCHOOL EVENT?

How to Think Outside the Box:

Often time we help out at events and don't even realize we are being a volunteer. Think through school events and whether or not you have ever helped with:

- a book fair
- a fundraising event
- an athletic event
- organizing an after-school club
- making copies
- theatre, choir, band or orchestra productions
- parent-teacher conferences
- special events
- a school garden
- a food, book or clothing drive

If you have helped with any type of activity, classroom/teacher assistance, extra-curricular events, clubs or productions you have volunteered and gained valuable experience in collaborating, communicating, problem-solving and cooperation!



It takes time and energy to be a helper at school. Whether it's behind the scenes or front and center, your involvement in school functions and activities creates a unique skill set that can be added to a resume.



DO I WORK AROUND THE HOUSE?

How to Think Outside the Box:

Think about your daily routine. Are there expectations and rules you have to follow around the house? Do you contribute to the cleanliness, organization and upkeep of the home you live in?

You can gain valuable work skills by:

- following a schedule for chores
- helping to cook meals
- managing your own money
- cleaning and managing your room, office/study area, rec room or other areas of the house
- creating meal plans
- putting away groceries
- shoveling walkways and driveways
- doing small repairs/updates (painting walls, unclogging a drains, changing lightbulbs etc.)
- washing/cleaning out cars
- helping with garage or estate sales

If you follow a routine or a schedule, follow house rules, contribute to the cleanliness, upkeep and well-being of the home you live in, you are earning valuable skills that can enhance a resume!

 Learning how to manage a home is a critical part of independent living and teaches valuable skills like time management, home repairs, organization, critical thinking, problem-solving, general upkeep and maintenance and creates ownership and a sense of responsibility for your belongings, environment and shared spaces.



HOW DO I APPLY THESE SKILLS TO MY RESUME?

- List under **“Skills” heading**
 - skills like organization, attention to detail, time management, ability to follow instructions, effective communication etc.
- List any paid activities under **“Work Experience”**
 - childcare \$14/hr; 6 hours/week; 1/20/25-7/1/25
 - contact: Jane Smith, phone, email
 - I am a trusted caregiver for two children ages 8 and 10
 - I provide a snack, plan activities and clean up afterwards
 - assisted a neighbor move \$50/day 8/20/2025
 - contact John Smith, phone, email
 - I helped pack, carry and load boxes, small furniture and other items
- List any volunteer style work under **“Volunteer Experience”**
 - assisted neighbors with snow removal over the winter
 - tended to the garden of a neighbor while they were on vacation
 - walk our neighbor’s dog every Saturday at noon
 - I am trusted with their key and access to their home
 - I feed the dog, provide water and take him on a 20 minute walk
- Direct skills related to my work and volunteer experiences:
 - caring for the needs of youth
 - preparing light meals and snacks
 - packing and loading boxes
 - snow and ice removal
 - gardening including weed removal, watering, removing dead flower heads



BUILDING YOUR FABULOUS RESUME

Keep it SIMPLE but INFORMATIVE!



Put your name, address, email address and phone number at the top



Write a short paragraph about yourself - include what type of work you would like or that you feel you would be good at. You can include skills or personality traits here if you want like

- Good listener
- Follow directions well
- Cooperative
- Always on time



Add any work/job experience and include:

- type of work
- pay if you received it
- dates you worked
- contact name of supervisor/someone who can verify your work
- tasks you were responsible for



Add any volunteer experience and include:

- where/what/when you volunteered
- contact of someone who can verify the work
- skills you learned or used



Add any addition skills, talents, positive work-related traits you have



List any education, certificates you've earned, technical training, GED etc.

JAMIE J. JAMISON

SAMPLE RESUME

address | email | phone

ABOUT ME

I am 19 years old and am currently enrolled in an 18-21 transition training program at This Place or This School. I am interested in race cars and local entertainment and would like to find a position in food services, janitorial or ground service at a racetrack, stadium, concert venue or other type of local community entertainment venue.

WORK EXPERIENCE

- Childcare for a neighbor M/W.F afternoons \$14/hr Jan. 15, 2025 - current
 - had trusted access to the home
 - cared for two children ages 8 and 10
 - prepared snacks, engaged in activities and took them to the park across the street
 - cleaned and organized before I left
 - Contact:
- Lawn Mowing Saturday mornings, \$30 per lawn May 1st, 2025 - current
 - mowed, trimmed
 - put all equipment back before leaving
 - Contact:

VOLUNTEER EXPERIENCE

- Assisted with an art camp for elementary students over the summer
 - helped set up supplies and place them on the tables
 - helped students when they needed it
 - helped clean up at the end of the day
- Tended to a garden while my neighbors were on vacation
 - watered, pulled weeds and removed dead flower heads
- Volunteered for a Community Food Drive
 - helped sort food, package it for distribution and keep track of inventory

SKILLS

Food preparation	Working with children	taking care of yards/grounds
kitchen cleaning	Planning activities	taking out largescale trash
Organizing	housecleaning	moving and hauling

EDUCATION

High School Diploma (or certificate, GED etc.)

Date

- Name of school, program or courses

THINGS TO REMEMBER ABOUT CREATING A RESUME

- ✓ Your resume should be unique to you and match your “style”. If you’re more of a creative person, make it creative. If you’re more of an analytical thinker, keep it simple and to the point - “just the facts”
- ✓ The “About Me: section can be used like a cover letter of sorts, and can be titled however you would like: “Job Goals”, Career Objective”, “Overview” etc. The important thing is that it reflects who you are, briefly describes what you’re looking for (full time, part time, seasonal, temporary, etc.), what type of field you prefer, if any, (food service, manufacturing, warehouse, sales, etc.) and a brief outline of your experience, skills, and talents.
- ✓ Remember to think outside the box and ask for help if you need it! Take time to think through all of your experiences, ways you’ve volunteered and worked, gifts and talents that make you a good match for a certain type of job, and what you ENJOY doing! If you enjoy your work, you will be great at it!

TO DISCLOSE OR NOT TO DISCLOSE A DISABILITY

- ✓ **You are under NO legal obligation to disclose a disability** on a resume, in an interview, or at any other time during employment - no matter what the disability is and whether it’s physical, mental, behavioral, developmental, intellectual or visible or invisible.
The only exception to this is if you need to **ask for an accommodation**. When asking for an accommodation at your place of employment, you have to disclose what the disability is in order to work with your employer to create an accommodation.
- ✓ **The choice is up to you** whether or not to disclose a disability and may depend on many factors including:
 - Personal choice - do I typically want people to know about my disability? Or do I prefer to keep it private?
 - Will it benefit me or help me in any way if I disclose my disability?
 - Will it potentially invite unwarranted scrutiny and uncertainty about my abilities?
 - Do I anticipate needing an accommodation?
 - Should I ask someone I trust for advice on whether or not to disclose my disability?



CONGRATULATIONS



You just learned how to start from scratch and build your own fabulous resume by

THINKING OUTSIDE THE BOX!

