**Creating a Resume using Google Docs**

**Step #1:** Log into Google using a gmail address

* If you do not have a google email, I would suggest creating one using only things associated with your name
* Do not include things such as your graduation year, social security #, or birthdate
* Avoid any usernames that showcase your personality

**Step #2:** Go to your Google Drive & click on New 🡪 Google Docs

**Step #3:** Once a blank document opens, go to File Menu 🡪 From Template



**Step #4:** Visit the Template Gallery & Scroll to find Resumes. Choose one of the four resume templates.



**Step #5:** Double Click on the Template you have chosen so that it opens. Rename the Resume as your full name resume. Example: *John Adams Resume*

**Step #6:** Share the resume with mlshaffer@clarkston.k12.mi.us



**Creating the Resume**

**Step #7:** Replace Your Name with your Legal Name (Name that matches your Driver’s License / Social Security Card

**Step #8:** Delete the Job Title

**Step #9:** Change Contact Information so that it matches your current contact information (Mailing, Phone, & Email)

* If you have a home phone & a cell phone list both

**Step #10:** Scroll to Education & Complete it based on the classes, grades, & extracurricular involvement you have

participated in at Renaissance High School

* If you have attended multiple high schools list your previous school prior to Renaissance. Do not include more than two if you have attended three or more.
* Delete the second education field if it does not apply to you or you not wish to use it
* If you attended multiple schools but do not wish to list anything other than Renaissance, put Class of 2017 instead of a range of dates



**Step #11:** Complete Experience Section for any employment experience you may have

* Use consistent verb endings (words end in -ed if previous job)
* Should have at least three bullet points explaining job activities
* Use quantifiable information when possible

Step #12: Complete Skills Section

* Do you speak, read, and/or write multiple languages?
* What computer programs do you know? (Microsoft Word & PowerPoint are standard)
* Trade Skills: Car, Manufacturing, Construction, etc..
* Office Skills: Answer phones, make copies, send a fax, Type 50 words or more a minute, alphabetize
* Sports & Athletic ability is not a skill

Step #13: Complete Summary of Qualifications

* Consists of 4-6 of your strongest selling points
* Used when you don’t have a set objective statement

Step #14 List any Awards you have won

* Employee
* Student
* Athletic
* Volunteer

Step #15 List 3 – 5 References on the back side of your template

* Full Name
* Relationship to you
* Mailing Address
* Phone Number
* Email

**Goals for your resume:**

* A good resume will be one, full page in length
* Normal font type and font size (11 or 12) should be used
* When you have a bullet listed, there should be at LEAST TWO Bullets
* Use consistent action verb endings
* All Information provided is positive in nature
* All information is accurate
* Proofread your resume so it contains no errors
* All formatting should be consistent. Bullets, dates, headings all start in same place
* Don’t include pictures
* Print on white or ivory colored paper