

**“YOU’RE HIRED”** ©

**—KID—**



**—YOUR—**

*ultimate, do-it-yourself (DIY) guide to creative*  
**Résumés for 14-19 year old youth** ©

**RÉSUMÉS**

**—get interviews—**



**INTERVIEWS**

**—get jobs—**

## **Mission Statement**

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

### A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

## **Web-site Security Statement**

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

# “YOU’RE HIRED”

## A Do-It-Yourself (DIY) Résumé

### Workbook for 14-19 year old youth

## Table of Contents

	<u>page</u>
<b>Introduction</b>	
<i>Five Steps for your do-it-yourself résumé</i>	11-12
<b>Supplemental Instructions</b>	
<i>Job Objective</i>	13
<i>Education</i>	13
<i>Work Experience – as a teen (teenager)</i>	13
<i>Volunteer Experience – as a teen (teenager)</i>	13
<i>Other Experience – as a teen (teenager)</i>	13
<b>Teens - Personal Résumé Inventory</b>	
<i>A 8-step Guideline to evaluating your work and other experience</i>	14
<b>Creating Winning Résumés – as a teen (teenager)</b>	
<i>Overview – for a teen (teenager, youth) résumé</i>	15
<i>The Résumé Heading</i>	15
<i>Heading Examples</i>	15-17
<b>Job Objective Examples</b>	
<i>13-different Job Objective examples, plus more on the sample résumés</i>	17-18
<b>Job-Titles – Company Name &amp; Dates Worked</b>	
<i>Heading Examples</i>	19-20
<b>“Achievement Statements” Techniques</b>	
<i>What Is The AMA Method?</i>	21
<i>Think “Brochure”</i>	22
<i>Workplace Achievements – as a teen (teenager)</i>	22
<i>Non-Paid Achievements – as a teen (teenager)</i>	22
<b>Résumé Examples</b>	
<i>Résumé Template Examples – of a teen (teenager)</i>	23-32
<i>Résumé Draft sheets to be used for developing you own résumé draft</i>	33-38
<b>The Last Word</b>	
<i>Thank You...and...</i>	39

# The “You’re Hired” career guidance series

## —*Creative Résumés, For Youth (teens)*—

**“You’re Hired” KID, your ultimate guide to creative Résumés** is a professional, DIY (do-it-yourself) résumé guidance packet, developed specifically for youth (teenagers), 14 to 19 years of age, OR for anyone at any age, who has never been gainfully employed, or perhaps had only part-time, or brief full-time (summer’s for example) employment.

To lend credibility to this overview, you may also wish to review the history of the development of this series. To do this, click on “[About Us](#)” and/or “[You’re Hired](#)” Series to read, or download background information. You can also click on “[Products](#)” then [Résumé Workbook](#) to order this comprehensive do-it-yourself (DIY) résumé workbook for youth (teens – teenagers).

**Regardless of your employment level**, this workbook has been field-tested by *American Marketing Associates (AMA)* and proven to be highly effective for virtually all entry-level positions. The “[You’re Hired](#)” Series of do-it-yourself (DIY), workshop programs has passed the test-of-time, and is now ready for you to use, time-and-time again over the years, as you career evolves.

**Regardless of your field of employment**, or whatever your interest and background, whether you only have academic experience, sports, church, club, or other experience, or if you have some job experience in wholesale or retail, industry or commerce, manufacturing or distribution, non-profit, construction, crafts, trades, sales, arts, landscaping, technical, medical, scientific, government activity, or whatever, this unique, “[Your Hired](#)” KID, your ultimate do-it-yourself (DIY) guide to creative résumés, will work for you.

### **This packet includes:**

- (1) a workbook of instructions, that includes an 8-step “Personal Inventory” guidance,
- (2) in-depth explanations for each step, plus
- (3) numerous résumé template examples,
- (4) illustrated examples of the formats for various Section-Headings of your résumé, and
- (5) résumé Draft Forms, all in an easily understood do-it-yourself (DIY) steps.

*(see more items, noted below)*

**Most résumés fail because of:** poor formatting design, and/or weak wording, or worse yet, simple listing of your “duties & responsibilities” for each job noted on your résumé. This is very boring, yet, sad to say, it IS actually the information the majority of folks provide on their résumés. Even many résumés produced by so-called professional résumé services fail because of these weakness.

In addition to the above, “[your ultimate do-it-yourself \(DIY\) guide to creative Résumés,](#)” also has:

- (6) a unique, multi-page section of instructions on the *Achievement Statements technique*. These are techniques you use to develop wording and ideas/concepts that can truly make your résumé *sparkle with interest for a reader*. These are also known as *Accomplishment Statements - Power Statements* – or even *Puff Statements*, meaning the idea of “blowing-your-own-horn” This section also includes,

Using this mix of information and formatting, on YOUR résumé, will give you a strong edge over your competition (and you are in competition when doing a job-search). Your résumé will present points that show prospective employers what you can do for THEM.

You will create statements that go beyond, just “duties & responsibilities” and this technique is not based on sophisticated, clever wording, or \$100 words. It is based on easily understood, 10-cent words, you use daily, to tell simple honest statements of fact. **However**, without the guidance of this information, you may not have known how to do it. Many “professionals” do not know either. Focus on this and you WILL see a difference?

Right from the beginning, *“You’re Hired” your ultimatedo-it-yourself (DIY) guide to creative Résumés*, workbook, leads you step-by-step, with easy to understand instruction, and with numerous, logically displayed examples provided to insure your success. You will use successful, proven formats and style concepts that can capture the attention and interest of prospective employers. In-depth field-testing, with hiring managers and human resource (HR) professionals, is the source of the proof of the success of the *ResumeWinners.com*, do-it-yourself (DIY) workbooks.

In summary, all of the above statements mean you will receive proven, professional guidance for creating your own professional résumé, and that is the very reason *ResumeWinners.com* exists.

**NOTE:** If you want go back to page #3, (Table of Contents), you can see the headings for all of the sections that are included in the do-it-yourself (DIY) résumé workbook for youth (teens – teenagers).

For a complete list and reviews of ALL of the instructional *“You’re Hired” Series* workbooks, such as *“Creative Cover-Letters”* and *“Job Interviewing”* (plus several others) click on *“Products.”* Also click on *“Free Stuff”* to discover useful career-oriented materials free to read online, or for downloading.

*And much, much more*

# Thank You

For reviewing the “Résumé Workbook For Youth”

To order this comprehensive (DIY) workbook,  
click on “Products” then *Résumé Workbook - For Youth (Teens)*

you may wish to consider using other  
*Resume Winners.com*  
do-it-yourself (DIY) workbooks in the  
**“YOUR HIRED”**  
*Series*

*Including: Your ultimate do-it-yourself (DIY) guide to creative...*

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired Kid—résumés for 14-19 year old youth (teens, teenagers)*

—PLUS—

Check out **other** job-information and job-guidance at

**“Free Stuff”**

where you can, select and review

**“Top 10-Keys”**

**“Reference Lists”**

**“Certifications”**

**“Internet Links”**

all free

and you will discover,--still other--useful materials for

YOUR

job-search.