

## Homemaker's Resume

1234 'XYZ' Street  
City, State 119999  
515-555-3456

### Summary of Qualifications

**The most important highlight of your experience is placed first.** This is followed by your other experiences and skills. Perhaps you are an excellent administrator or organizer, work well with all kinds of people, or have some other special experience. The counselor will help determine the best way to express your strengths.

### Professional Experience

**Job Title** or function you performed dates or years  
Company or organization name or project you worked on

- Here are listed some of the things you did there.
- **Think about what you really did, whether or not it was your job to do it.**
- It's very difficult to think about these things yourself. A career counselor is able to develop a resume that reflects your experience. Your resume will look like this one.

**Another Job Title** of function you performed dates or years  
Company or organization name or project you worked on

- A list of things you did, **whether or not you were paid for them.**
- If the work you did was not for an organization, but was for family or friends, that's okay. We can make a resume out of these experiences also.

## PTA

- Maria thought her PTA experience was useless. But we expressed what she had done in a way that reflected her efforts. We can do the same for you. Do *not* compare your experiences to Maria's. Comparing yourself to someone else will prevent you from thinking about those things you truly did well, enjoyed doing, and are proud of.
- Instead, **think only about yourself**: What do *you* enjoy doing? What are you good at? What do you find yourself doing again and again? Do you stage raffles for your church or synagogue? Let's talk about it. Have you held posts in an organization? What do others say about your work? What do you think about your work? Let's talk about it, and put it down on paper.
- I know you are proud of your husband and children. But instead of telling me about their accomplishments, tell me about yours. This may be difficult for you because you may be building them up instead of yourself. But we are not trying to get them a job. We're trying to get you a job, and so we have to talk about you and how good you are. Let's give it a try. Believe it or not, everyone comes out with a good resume.

## Coursework

We'll list here any course you have taken if they are appropriate.