

Kenya Write For Me Presents:

**HOW TO WRITE A  
STELLAR RESUME  
THAT SCREAMS**

**"PICK ME"**

**CEO/FOUNDER OF KENYAWRITEFORME**

# **I AM KENYA SHEATS**

**CREATIVE WRITER, LIFESTYLE JOURNALIST  
CELEBRITY PUBLICIST, AUTHOR, CONSULTANT**

Our CEO/Founder, Kenya Sheats is a multifaceted creative entrepreneur who delights in ghostwriting, storytelling, and cultivating high-impact PR campaigns/strategies.

In the past, her impeccable work (worth) ethic and solution-based mindset have exceptionally helped to change lives and secure undeniable opportunities. For example, Kenya's highly recommended Resume Makeover service has promoted, relocated, and positioned ambitious job seekers into their dream roles.

In addition, she's written captivating press releases and has developed successful PR campaigns that resulted in viral news coverage captured by: Forbes, CNN, Blavity, USA Today, Business Insider, YAHOO! News, FOX News, TMZ, and more. She's even written graduate admission statement letters that were accepted and approved by high-profile accredited institutions like: Georgia Tech and Kennesaw State University just to name a few.



**KENYA**  
*Write*  
**FOR ME**  
E F O R M E

<  **Mi-chaelah Smith**  recommends  
**Kenya Write For Me.** ...  
6m · 

Before graduating graduate school, I began looking for jobs in my career field. After careful review of various companies for resume/cover letter writing, I ran across Kenya's website. I read the reviews and decided to trust her with helping me put my wonderful qualities and accomplishments on paper. She brought my resume/cover letter to LIFE! Her writing skills are exceptional. Thanks to her, I landed a great job in my career field fresh out of graduate school!

My advice: Save your money to invest in yourself and let Kenya help you through the process!

Thanks again Kenya!

**KENYA**  
*Write*  
**FOR ME**  
E F O R M E

<  **Brittany Shieh**  recommends  
**Kenya Write For Me.** ...  
2m · 

My goal last year was to get into graduate school. Utilizing Kenya's writing expertise I received a welcome letter to my #1 graduate school of choice(Georgia Tech). I really appreciated her flexibility and professionalism. To conclude I highly recommend Kenya!!!

**"Your Future Depends On  
The Work You Do Today."**

# Your Future! Your Way!

- What are some of your career goals after graduating high school?
- How are you currently preparing for those career/life goals after high school?
- What do you think it takes to land a "good job?"
- What exactly is a "good job?"
- Have you started building your professional resume?
- Lastly, what relevant work experience do you have as a high school student?

**"Internships properly prepare you for opportunities that will ask you for the experience you may not have had if it wasn't for an internship, being that you are fresh out of high school or college."**



## **LinkedIn is where it's at! Create a profile at [www.linkedin.com](http://www.linkedin.com)!**

LinkedIn is the #1 business professional app on the internet (in my opinion). However, when a registered user, you get to manage your professional identity, build and engage your professional network, plus access knowledge, insight and opportunities.



**Tierra Sheffield** • 10:57 am

Yes, I'm currently still finishing my degree for it. That's awesome! I'm going to have to look into your magazine.



**Kenya Sheats** • 10:57 am

Oh wow! Congratulations! Yesss degree!

its [www.mywaymagazine.com](http://www.mywaymagazine.com)

are you interning for anyone at the moment?



**Tierra Sheffield** • 10:58 am

I'm actually using this profile to find an internship so that I can learn more in my field. But I plan to keep it for future connections as well.



**Kenya Sheats** • 10:58 am

I need you!!!!

Check out the website and get back with me. I so need a dope writer on my team!

There are companies and organizations looking to bring on fresh and creative recent graduates

**So you just graduated high school and you don't have any real work experience to land a job? Search for a summer internship or volunteer at an organization in your field of study!**

- Kenya Sheats

**"Some internships will be non-paid but there's a possibility that you will be compensated in experience. My dad always said, "Self-experience is the best experience and know + remember; Jobs hire you based on your experience and what you bring to the table."**

# What do you want to be when you graduate?

Doctor

Teacher

Chef

Lawyer

Author

Florist

College Professor

Writer

Real Estate Agent

Nurse

Journalist

Dancer

Cosmetologist

Entrepreneur

Professional Athlete

Therapist

Business Owner

Musician

# What is a Resume?

A résumé or resume is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education.

# What you should include on your resume?

Since this may be your first resume and you are without any job experience, you should focus on sharing with your future employer who you are, some of your interests about their company and the job position you are looking to pursue, plus how your current skill set can help benefit the company/organization to meet their goals.

Make it clear that you are a recent graduate but you are eager to learn and willing to do whatever it takes to be a part of their team. Mention how prompt you are, respectful, and full of energy to get hands-on experience.

Don't beat yourself up because you do not know how to do everything. Be open-minded and confident that you are going to make it in the real world. 🌍

# Are you ready?

Not all resumes will look or read the same because everyone has their own way of doing things. Am I right or wrong? You may want to hire a professional like me ([KenyaSheats.com](http://KenyaSheats.com)) to create your resume or you may even use a resume builder site or template. Either way, you are getting one step closer to landing your dream job.

Just keep in mind that you are not alone in this resume writing process.

Remember you can always use **GOOGLE** to search:

- How to write a resume
- Resume Templates
- FREE resume builder websites

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## TYPES OF RESUME FORMATS

Because you are fresh out of high school or college, a **Functional** resume would be the best format for you to use. However, if you have had a summer job, internship, etc. then a **Chronological** resume is more ideal; even a **Combination** resume if you worked for one summer and took a break, but decided to work again two summers later.

### Chronological

- Lists most recent position first
- Preferred by employers
- most common resume type

### Functional

- Focuses on skills and experiences
- Often used by people who are changing careers or who have gaps in their employment history

### Combination

- Mix chronological resume and a functional resume
- Highlight relevant skills while providing chronological

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# Resume roadmap just for you!

- At the top of your resume should be your **First & Last Name**
- The next line should be your: **home address, phone number, email address**
- Underneath this line include your objective: **a short paragraph stating who you are, and your interests/reasons you are applying for the desired role**
- On the next line include your: **educational background, any pieces of training you have taken, or certificates you have received**
- Now on the next line: **list your professional/technical skills**
- Below this line includes your **professional work experience or any volunteer work you have done at an organization or in your community**. Be sure to list: **the name of the company/organization, the date when you started, and the date when you completed the assignment/left/resigned/terminated**.
- Ensure that your professional work experience is: **listed in chronological order starting with your most current job position to the most outdated job position**
- Microsoft Word has a resume template selection to choose from. Use info here to create your own.

Before

## MI-CHAE LAH SMITH

Email: [michaelahsmth21@gmail.com](mailto:michaelahsmth21@gmail.com)

Telephone Number: [REDACTED]

### OBJECTIVE

Goal-oriented and dynamic mental health professional committed in pursuing a career in the field of psychology as a Marriage and Family Therapist. Innovative and reliable individual with proven ability to achieve organizational goals while displaying effective multi-tasking and time management skills.

Exceptional interpersonal and communication skills with experience in working with different teams and individuals from diverse cultural and socio-economic backgrounds. Excellent analytical skills with ability to analyze situations, and research information to develop sound and ethical solutions.

### EXPERIENCE

Crisis Counselor  
NJ Hope & Healing/FEMA  
Greater Essex County Area

**MAY 2020 – CURRENT**

- Attend weekly staff meetings and mandatory trainings
- Provide crisis intervention, suicide prevention, brief supportive counseling to callers who are in emotional distress
- Utilize telephone to interact with clients and members of the community
- Accurately and effectively document client interactions with HIPAA compliant software
- Outreach daily to local schools, churches, hospitals and food pantries to inform populations about mental health services

Intern Marriage and Family Therapist  
Family Service Bureau of Newark  
Newark, NJ 07103

After

## MI-CHAE LAH SMITH

### SUMMARY:

My ability to quickly connect with patients and establish trusting relationships, along with my strong communication skills and my empathetic nature, will allow me to make a positive and lasting contribution to your company/organization's vision, mission, and goal.

### EDUCATION & CERTIFICATE:

*B.A Psychology | Kean-University | September 2012 – May 2017*  
*M.A Marriage and Family Therapy | Kean University | September 2017 – May 2020*  
*Professional Diploma/Psychology | Kean University | September 2020 - Current Until 12/2020*

### PERSONAL & PROFESSIONAL ATTRIBUTES:

- Counseling expertise
- Excellent communication
- Empathy and caring personality
- Crisis Intervention
- Emotional Stability
- Interpersonal skills
- Solution-based/Goal-oriented
- Patience & Perseverance
- Facilitating counseling sessions
- Building rapport
- Professional
- Case Documentation/Recordkeeping
- Leadership skills & team player

### WORK EXPERIENCE:

**NJ Hope & Healing | FEMA**

**Crisis Counselor**

**Greater Essex County Area**

**May 2020 - Current**

- Answer phone calls from clients, refer clients to medical services and recommend psychiatric intervention when necessary.
- Develop goal-oriented psychoeducational and activity therapy groups to improve clients' level of functioning.
- Conducts and delivers client assessments using interpersonal skills for those struggling with addiction or relationship issues and implemented strategies based on client needs.
- Provide recovery-oriented supportive counseling, verbal de-escalation, and conflict resolution.
- Foster positive relations with community partners such as hospitals, police, schools, and human service providers.
- Developed and presented weekly data reports to management using Microsoft Excel and formulas.
- Experienced in handling compliance with HIPAA regulations and compiling resources for fellow therapists.

# **Common Resume Mistakes**

# NON-UPDATED CONTACT INFO

Don't make a recruiter's job much harder than it already is. If you want to get called back for an interview, be sure to update your contact information with the correct info or you can miss out BIG TIME!

# FALSE INFORMATION

Providing false information on your resume only hurts you. Companies want to hire people that are honest upfront and whom they can trust. Your bluff can be called and you can miss out on a life-changing opportunity. Stay true!

# TYPOS

Spelling, Grammar, and Punctuation are the most common mistakes made when developing a captivating resume. Be sure to have another set of eyes review your document or hire a Professional to revise your resume. You can also use apps like Grammarly to check for any errors.

# ESSAY STYLE PARAGRAPHS

Resumes that read like a college essay are thrown away. Be sure to write detailed concise sentences.

# UNATTRACTIVE LAYOUT & DESIGN

Recruiters admire resumes that catch their eye.

# **WEIRD LOOKING FONT**

Select a font type that is easy to read and that is easy on the eyes. Also, choose a font that application systems can scan. Please refer to the list provided regarding the best fonts to use for a resume: Calibri, Cambria, Garamond, Didot, Georgia, Helvetica, Arial, Book Antiqua, Trebuchet, MS.

# **ACCOMPLISHMENTS OVER RESPONSIBILITIES**

Your accomplishments matter! How you contributed to the company's success matters. Avoid filling up your resume with boring job duties and include how valuable your skills have been and how they made an impact.

# UNORGANIZED WORK HISTORY

Please make sure to list your job history from the most recent to the oldest. Your dates should also be displayed in this order. For example, any job you worked in 2016 should last and any jobs after should be listed before.

# JOB BOARDS

[www.indeed.com](http://www.indeed.com)

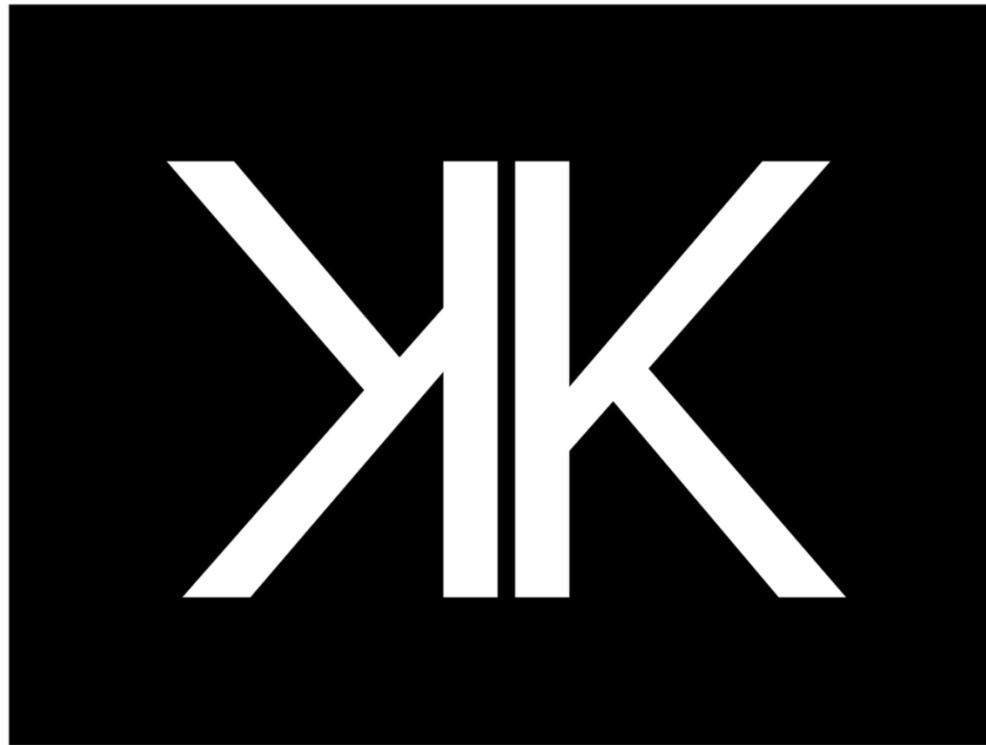
[www.monster.com](http://www.monster.com)

[www.ziprecruiter.com](http://www.ziprecruiter.com)

[www.linkedin.com](http://www.linkedin.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

**It's FREE to create a profile!!!**



# KENYAWRITEFORME

IG: @KenyaWriteForMe | FB: @KenyaWriteForMe

LinkedIn: Kenya Sheats | Email: kwfmwritingsolutionsco@gmail.com

Website: [www.KenyaSheats.com](http://www.KenyaSheats.com)