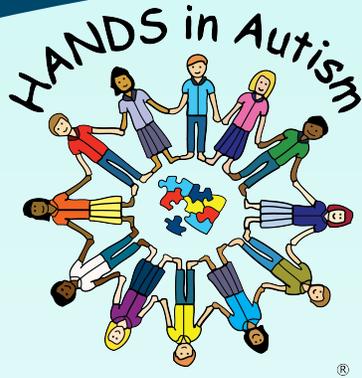


# Life With ASD

## How to Write a Resume



**HANDS in Autism®**  
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Writing a resume can be one of the most important aspects of getting a job. The resume is what tells employers about you so they know whether they want to interview you or not. There are certain things that are typical to have on a resume so you want to be sure that you include these.

Here are the things that you need on a good resume:

### CONTACT INFORMATION

You have to tell the employer how to reach you if they want to get in contact with you. Be sure to have your full name, permanent street address, telephone number and email address. This should be centered at the top of the page.

*Example:*

John Smith  
555 E. 38th Street  
Indianapolis, IN 46022  
(317) 555-0000  
Johnsmith@gmail.com

### EDUCATION

In chronological order (most recent education first), list any education or vocational training that you have had while in high school or beyond high school. Underneath each separate education item, you need to list:

- The diploma you earned
- Courses you took that are related to the job. For instance, if you are applying for a job as a cook, you could include any courses that you took that taught you how to cook or how to work in a kitchen
- Any information about your academic achievement (honor roll, honor society)
- Scholarships that you received
- Extracurricular activities and any leadership positions

Also, check out...

How-To Video & Template Series  
Kid's Corner Series  
Life with ASD Series  
Independent Living Essentials  
Academia Series  
Strategy in Practice  
Practical Pointers Series  
e-Learning Options

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**Reminder:** This is only one example.

This template may need to be individualized to fit your particular needs.

Example:

Ivy Tech Community College	2008 – present	
- Majoring in Business		
- Taking classes in business administration and medical coding.		
Carmel High School	2004 - 2008	Core 40 Diploma
- Honor Roll - 4 years		
- \$1000 scholarship from USA Bank		
- Took classes in accounting and business that would prepare me for an administrative assistant position.		
- President of the Math Club		
- Four-year Band member		
- Member of the National Honor Society		

### **WORK HISTORY**

It is important to show employers that you have worked other places and have a variety of experiences. Include the following:

- The name of the employer
- How long you had the job
- What your duties included

Example:

Medmark Billing Service	January 2005 - present	
- Served as the administrative assistant to a busy, independent billing practice		
- Created a new system for entering tasks into daily logs		
- Completed computer data entry tasks		
- Filed paperwork, answered phones, and faxed documents as required by my supervisor		
- Scheduled future appointments for potential contracts		

### **SPECIAL SKILLS**

This information is good to have if you have specific skills that would be beneficial for the job you are applying for. Skills you would want to include would be: typing and computer skills, bilingual abilities, special certificates, etc.

Example:

- Completed 3 years of bilingual education in Spanish		
- Can type 60 words per minute with 90% accuracy		
- Have knowledge of Microsoft Office, Adobe Photoshop, and Quickbooks		

**REFERENCES**

It is not necessary to provide a list of references until they request you to do so. So, leave space for it and type "References are available upon request."

On a separate piece of paper, have your references typed just in case they do request these. References should be people who know you well. Do not have your parents or your family members be a reference. Choose one of your former employers, teachers or coaches. Be sure to get each person's permission before including him or her as your reference. Talk with the person you listed as your reference about specific things that you would like for them to highlight about you if they are contacted.

*Example:*

- References are available upon request

One the next page is an example of the resume put together. Make sure your resume looks like this.

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