toolsko_ | Learn

Resume & Career · Book 1

Resume Writing Guide

Build a clear one-page resume that shows what you can do — even if you have little or no work experience

Total beginner · ages 15 and up

About 80 minutes

10 chapters with quizzes

Free

Your resume is a one-page story about what you can do. Let's write yours — starting from zero!



A TOOLSKO LEARN ORIGINAL · TOOLSKO.COM/LEARN

toolsko_ | Learn

Resume Writing Guide

Build a clear one-page resume that shows what you can do — even if you have little or no work experience

Resume & Career, Book 1 · First edition, November 2026

Copyright © 2026 MJP Software Development Services (ToolsKo.com), owned by Engr. Mark Pasamon. All rights reserved.

You may read, download and print this ebook for your own personal, non-commercial learning, and teachers may share the free link with their students.

No part of this ebook — text, pictures, design or the Kiko character — may be copied, sold, re-published, uploaded to other websites, or used to train AI systems without written permission from the publisher.

For permission, bulk or classroom use, write to admin@toolsko.com.

ToolsKo, ToolsKo Learn, the >_ toolsko logo and Kiko are brands of the publisher. Product and company names mentioned in this book belong to their owners. ToolsKo is not connected to or endorsed by any company named in this book.

Drafted with the help of AI tools, then edited and published by ToolsKo Learn. The information is for learning only and is not legal, tax, financial or medical advice.

Published by ToolsKo Learn · toolsko.com/learn · admin@toolsko.com. Product facts checked November 22, 2026.

What you will learn

- What a resume is, and why a clear one gets you more interviews
- What to put in, and what to leave out (age, religion, ID numbers)
- How school, volunteer and family-business work count as experience
- How to write strong lines with action words and numbers
- How to match each job post and pass applicant tracking systems
- How to check, save and send your resume — and avoid fake job offers

This is **Book 1** of the **Resume & Career** series. Here you build your first resume, step by step. Books 2–4 will cover cover letters, interviews and LinkedIn.

Our honest promise

No resume can promise you a job. A good resume helps you get noticed and invited to interviews. Everything on it must be true. This book is general information, not legal advice. Rules change, so check with DOLE, your PESO or the employer. All names and examples are made up.

Age note

This series is for ages 15 and up. In the Philippines, ages 15–17 may work only in safe jobs, up to 8 hours a day and 40 hours a week, never between 10 pm and 6 am — and school comes first. Many jobs hire only 18 and up. Younger readers can still build a resume now for school, org or part-time use.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

What you need

Item	Why
A notebook or phone notes	To list your skills, school work and activities
A computer or phone with a free word editor	To type your resume (or use the ToolsKo Resume Builder)
A simple email address with your name	Employers will write to you here
One or two job posts you like	To match your resume to real jobs
About 20 minutes a day for 2 weeks	To finish, check and send your first resume

How to use this book

1 **Write as you read**

Every lesson adds one part to your resume.

2 **Be honest**

Only write what you really did and can explain.

3 **Check your learning**

Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

THE RESUME RULE IN ONE LINE

```
True + clear + one page + matched to the job + checked before sending
```

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Contents

CHAPTER 1 Why a Good Resume Matters

CHAPTER 2 Resume Basics: The Words and the Parts

CHAPTER 3 · LESSON 1 Find the Experience You Already Have

CHAPTER 4 · LESSON 2 Build Your One-Page Resume

CHAPTER 5 · LESSON 3 Write Strong Lines: Action Words and Numbers

CHAPTER 6 · LESSON 4 Match Each Job and Pass the ATS

CHAPTER 7 · LESSON 5 Check, Save and Send — Safely

CHAPTER 8 Your 14-Day Resume Plan

CHAPTER 9 Common Resume Mistakes (and Easy Fixes)

CHAPTER 10 Real-Life Examples: First Resumes That Worked

THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 1

Why a Good Resume Matters

Your resume is often the first thing an employer sees. It opens the door to the interview.

Imagine a store with 100 bags of rice on the shelf. The bags with a clear label — what is inside, how much, where it came from — get picked first. A resume works the same way. Many people apply for one job, and the clear, easy-to-read resumes get picked for interviews.

New word: resume

A **resume** is a short paper, usually one page, that tells an employer who you are, what you can do and how to contact you. Think of it like the label on a product: short, true and easy to read in a few seconds.

Many recruiters say they skim a resume for just a few seconds first. That is a rule of thumb, not an exact number — but the lesson is real: put the most important things at the top, and make them easy to find.

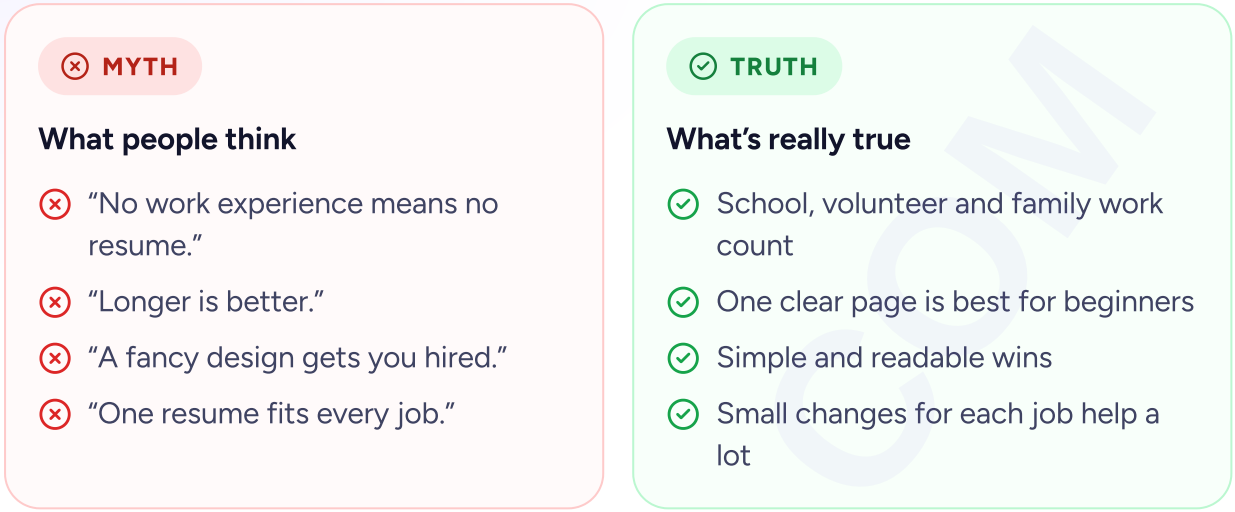
New word: recruiter

A **recruiter** is the person who looks for new workers for a company. Sometimes it is the owner, sometimes it is someone from HR (human resources). Think of them like a coach choosing players: they want to quickly see who fits the team.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Resume myths

PICTURE 1 **Resume myths vs truths**



Knowing the truth saves you time and helps you start today, even with little experience.

The big idea of this book

A resume is a one-page ad for you: true, clear and matched to the job. You don't need a long work history. You need to show, simply and honestly, what you can do.

A real-world example

Liza, 19, sent the same long two-page resume to 20 jobs and got no calls. She cut it to one page, put her skills at the top, added numbers like "served about 40 customers a day," and used words from each job post. In the next two weeks, she got three interview calls. Same person, same skills — just a clearer label.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

QUICK RECAP

A resume is a short paper, usually one page, that shows who you are, what you can do and how to reach you. Recruiters often skim fast, so the most important things go at the top. You don't need a long work history. Big idea: a resume is a one-page ad for you — true, clear and matched to the job.

TRY IT NOW

Look at real job posts

1. Open PhilJobNet, a job site or your PESO's Facebook page.
2. Find two job posts you might like.
3. Write three words each post repeats (for example, "customer service," "Excel," "team player").

Key takeaways

- A resume is your one-page ad.
- Recruiters skim, so put the best at the top.
- Little experience is okay — show what you can do.
- Big idea: true, clear and matched to the job.

Quiz: 3 quick questions

1. What is a resume?

A. A long story of your whole life
B. A short paper that shows what you can do and how to reach you
C. A school report card

2. Why put the most important things at the top?

A. Because recruiters often skim quickly
B. Because the bottom gets cut off
C. Because it looks longer

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. You have no paid work yet. Can you make a resume?

A No, wait until you have a job

B Only if you pay someone

C Yes — school, volunteer and family work count

Answers

1. **B. A short paper that shows what you can do and how to reach you** — It is usually one page and easy to read fast.
2. **A. Because recruiters often skim quickly** — A quick reader should see your best points first.
3. **C. Yes — school, volunteer and family work count** — What you did and learned matters, paid or not.

PRACTICE TASK

Your job target

Write one sentence: "I want a job as a ___ because I am good at ___." Keep it at the top of your notes. It will guide every part of your resume.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 2

Resume Basics: The Words and the Parts

Before you write, learn the words people use and the six parts of a simple resume.

Words you will use

Word	What it means	Example
Job post	An ad that says what a company needs	"Wanted: cashier, can work weekends"
Requirements	What the employer asks for	Senior high graduate, good with numbers
Skills	Things you can do well	Typing, Canva, speaking English, handling cash
Experience	Things you have done: jobs, projects, volunteering	Helped in the family sari-sari store for 2 years
Keyword	An important word from the job post	"Customer service"
Bullet point	A short line that starts with a small dot	• Served about 40 customers a day
ATS	Software some companies use to read and sort resumes	It looks for keywords from the job post
Reference	A person who can say good things about your work	Your org adviser or a past boss

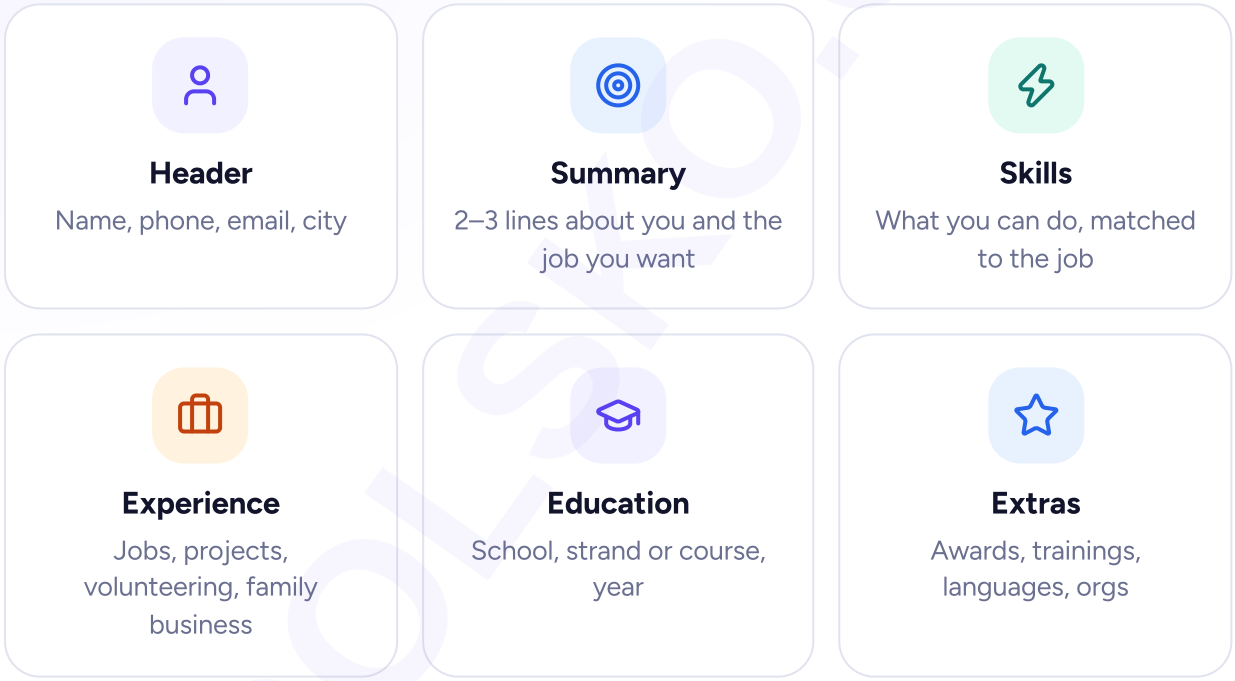
© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Resume, CV or biodata?

In the Philippines, people often say **resume** and **CV** for the same thing. Abroad, a CV is usually a longer record used for school or research jobs. A **biodata** is an old-style form with many personal details like height and religion. For most jobs today, a clean resume is best — like choosing a neat ID photo over a whole photo album.

The six parts of a simple resume

PICTURE 2 **The six parts of a resume**



Six boxes, one page. Fill each box with true, short lines, and your resume is done.

One page is enough

If you are a student or a first-time jobseeker, keep your resume to **one page**. It is like a trailer for a movie: short, but it makes people want to see more — and the "more" is your interview.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

New word: summary

A **summary** is 2–3 short lines at the top that say who you are and what job you want. It is like the short text on the back of a book: it tells the reader why they should keep reading. Example: “Senior high graduate with 2 years of helping in our family store. Good with cash, friendly with customers, and ready to work as a cashier.”

QUICK RECAP

Learn the words: job post, requirements, skills, experience, keyword, bullet point, ATS and reference. In the Philippines, resume and CV often mean the same thing; biodata is an older form with too many personal details. A simple resume has six parts: header, summary, skills, experience, education and extras. Beginners keep it to one page.

TRY IT NOW

Draw your six boxes

1. Draw six boxes on one page of your notebook.
2. Label them: header, summary, skills, experience, education, extras.
3. Write one thing you already know for each box.

Key takeaways

- Learn the main resume words.
- Six parts, one page.
- A resume is better than an old biodata.
- The summary tells them why to keep reading.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quiz: 3 quick questions

1. What is a keyword?

- A An important word from the job post
- B A password
- C A word in a bigger font

2. How long should a first resume usually be?

- A Three pages
- B One page
- C Half a line

3. Which part goes at the very top?

- A Education
- B Extras
- C Header with your name and contact details

Answers

1. **A. An important word from the job post** — Employers and ATS software look for these words.
2. **B. One page** — Short and clear is best for beginners.
3. **C. Header with your name and contact details** — They must know who you are and how to reach you.

PRACTICE TASK

Write your summary

Write a 2–3 line summary: who you are (student, graduate, career shifter), one or two things you are good at, and the job you want. Read it aloud. If it sounds natural and true, keep it.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 3 · LESSON 1

Find the Experience You Already Have

You have done more than you think. This lesson helps you collect it all before you write.

Many first-time jobseekers say, “I have nothing to put.” But experience is not only paid work. Helping in a family store, leading a school project or teaching younger kids all show real skills.

PICTURE 3 **Experience you may already have**

Family business
Sari-sari store, carinderia, online selling

School projects
Research, thesis, work immersion, OJT

Clubs and orgs
Officer, member, event helper

Volunteering
Church, barangay, clean-ups, tutoring

Online gigs
Typing, design, selling, freelancing

Home duties
Caring for siblings, budgeting, errands

Each of these shows skills employers want: responsibility, teamwork, handling money, serving people and finishing tasks.

New word: transferable skill

A **transferable skill** is a skill you can carry from one place to another, like a backpack. If you handled cash in your tita’s store, you can handle cash as a cashier. If you led a group project, you can work in a team at an office.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Turn activities into skills

What you did	Skills it shows
Helped in the family sari-sari store	Handling cash, counting stock, serving customers
Was class treasurer	Keeping records, honesty, using a spreadsheet
Led a group research project	Leadership, planning, meeting deadlines
Sold items online during the pandemic	Customer chat, taking photos, packing orders
Tutored younger kids	Patience, explaining clearly, being on time
Did work immersion or OJT	Following office rules, filing, using office tools

Do a brain dump

Set a 10-minute timer and write everything you have done in the last 3–4 years: school, home, church, barangay, online. Don't judge yet — just write. It's like emptying your bag on a table before packing: first see everything, then choose.

Only write what is true

Never add a job, a skill or a school you didn't really have. Employers check, and many will ask you about every line in the interview. If you can't explain it, don't write it.

QUICK RECAP

Experience is not only paid work. Family business, school projects, orgs, volunteering, online gigs and home duties all show skills. Transferable skills are skills you carry from one place to another. Do a 10-minute brain dump of everything you have done, then turn each activity into skills. Only write what is true.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

TRY IT NOW

Your 10-minute brain dump

1. Set a timer for 10 minutes.
2. Write every activity you did in the last 3–4 years.
3. Next to each one, write one or two skills it shows.

Key takeaways

- Experience is more than paid work.
- Skills travel with you.
- Brain dump first, choose later.
- Only write what is true.

Quiz: 3 quick questions

1. Which counts as experience on a first resume?

A Only paid office jobs
B Helping run the family store for 2 years
C Nothing until you graduate

2. What is a transferable skill?

A A skill you can use in a new place
B A skill you must pay for
C A skill only for teachers

3. Should you add a skill you don't really have?

A Yes, everyone does it
B Only small ones
C No — employers check and will ask you about it

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Answers

1. **B. Helping run the family store for 2 years** — It shows handling cash, stock and customers.
2. **A. A skill you can use in a new place** — Like a backpack, you carry it to the next job.
3. **C. No — employers check and will ask you about it** — Honesty protects your name and your job.

PRACTICE TASK

Your skills list

From your brain dump, pick your 8–10 strongest skills. Split them into two groups: “hard skills” (things you can show, like typing or Excel) and “soft skills” (how you work, like patience or teamwork).

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 4 · LESSON 2

Build Your One-Page Resume

Now put your information in order. A clean layout helps a busy reader find what they need in seconds.

Put the parts in order

PICTURE 4 **The order of a beginner resume**



From top to bottom: who you are, what you want, what you can do, what you did, where you studied, and a little extra.

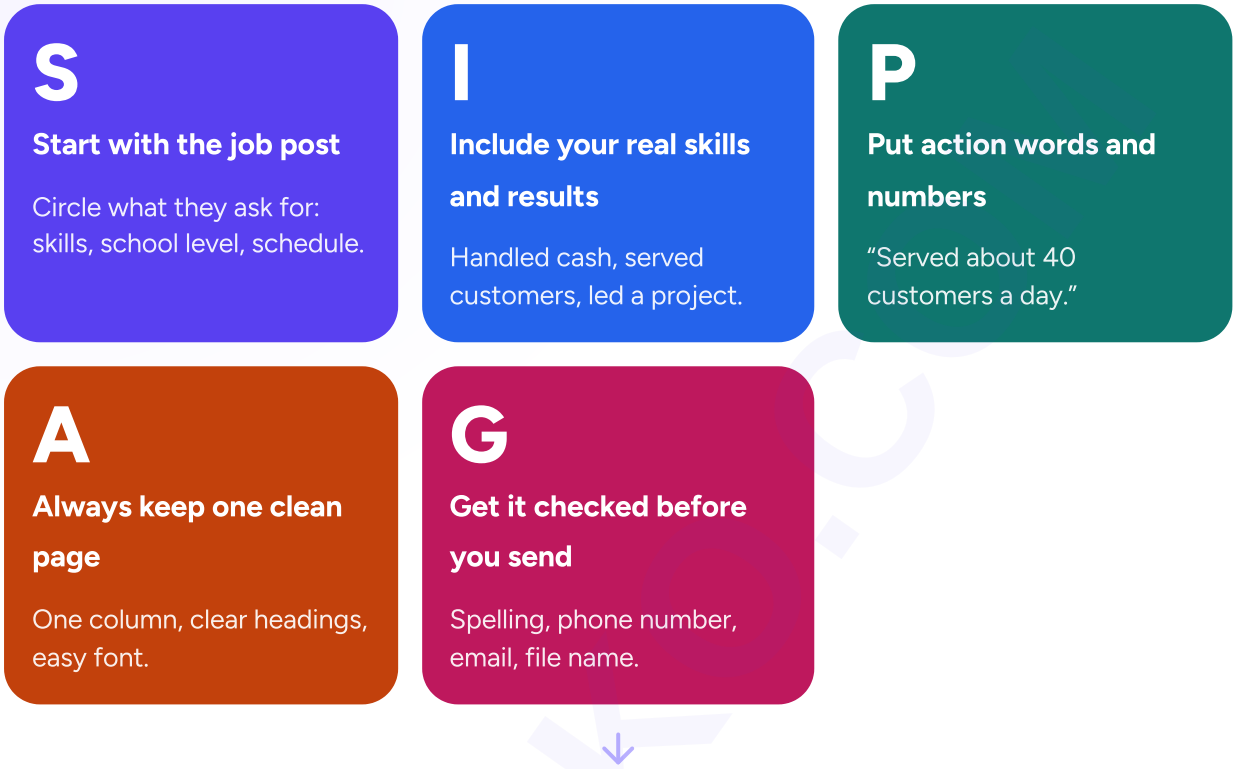
Students: education can go higher

If you are still in school or just graduated and have little work experience, you may put **Education** right after your summary. Put your strongest part higher, like putting your best item at the front of the store.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

The S-I-P-A-G recipe

PICTURE 5 **S-I-P-A-G: the resume recipe**



Named after "sipag" — hard work. Employers love sipag, and your resume is the first place to show it.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

What personal details to show

PICTURE 6 **Personal details traffic light**



Put in

Full name, mobile number, a simple email with your name, your city or town, and a work link if you have one (like a portfolio).

Only if asked

A photo, your full home address, references' phone numbers, and expected salary. Some Philippine employers ask for a 2x2 photo — add it only when the job post asks.

Leave out

SSS, TIN, PhilHealth or other ID numbers, bank details, passwords, religion, and your exact age or birth date (employers may not require it under RA 10911).

Green: always. Yellow: only when the employer asks. Red: keep it private to protect yourself from scams and unfair treatment.

New word: personal data

Personal data is information about you that someone could use to find you or pretend to be you, like ID numbers and your home address. Treat it like your house key: you don't give copies to strangers. A resume goes to many people, so keep it light.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Example: Ana's resume at a glance

Part	What Ana wrote (made-up example)
Header	Ana Reyes · Quezon City · 09XX XXX XXXX · ana.reyes.work@ (her email)
Summary	Senior high graduate (ABM) with 2 years of helping in our family store. Friendly, honest with cash, and ready to work as a cashier.
Skills	Cash handling · Customer service · Basic Excel · Inventory counting · English and Filipino
Experience	Store helper, Reyes Sari-Sari Store (2024–2026): served about 40 customers a day; counted stock every Sunday
Education	Senior High School, ABM strand, graduated 2026
Extras	Class treasurer (Grade 12) · Barangay clean-up volunteer

All names and details are made up.

QUICK RECAP

Order your resume: header, summary, skills, experience (newest first), education, extras. Students may put education higher. S-I-P-A-G: Start with the job post, Include real skills and results, Put action words and numbers, Always keep one clean page, Get it checked. Show name, phone, email and city; add a photo or full address only if asked; leave out ID numbers, bank details, religion and birth date.

TRY IT NOW

Fill your header and skills

1. Write your header: name, mobile, email and city.
2. Pick 6–10 skills from your list that fit your job target.
3. Cross out any personal detail from the red light.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Key takeaways

- Strongest part higher on the page.
- S-I-P-A-G: show your sipag.
- Share contact details, not ID numbers.
- Photo only if the employer asks.

Quiz: 3 quick questions

1. What does the P in S-I-P-A-G stand for?

A. Put action words and numbers
B. Print in color
C. Pay for a template

2. Which detail should you leave out of your resume?

A. Your city
B. Your mobile number
C. Your SSS or TIN number

3. Must you write your birth date on your resume?

A. Yes, always
B. No — employers may not require it during applications (RA 10911)
C. Only on Fridays

Answers

1. **A. Put action words and numbers** — Numbers and action words make your lines strong.
2. **C. Your SSS or TIN number** — ID numbers can be misused. Give them only after you are hired.
3. **B. No — employers may not require it during applications (RA 10911)** — The Anti-Age Discrimination law protects applicants.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PRACTICE TASK

Your first draft

Type your first full draft using the six parts, or fill in the ToolsKo Resume Builder. Don’t worry about perfect lines yet — the next lesson makes them strong.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 5 · LESSON 3

Write Strong Lines: Action Words and Numbers

One strong line can do more than five weak ones. Learn a simple formula for every bullet point.

PICTURE 7 **Weak lines vs strong lines**

WEAK

Says what you were

- "Responsible for the store."
- "Member of the org."
- "Helped with a bake sale."
- "Hardworking person."

STRONG

Shows what you did

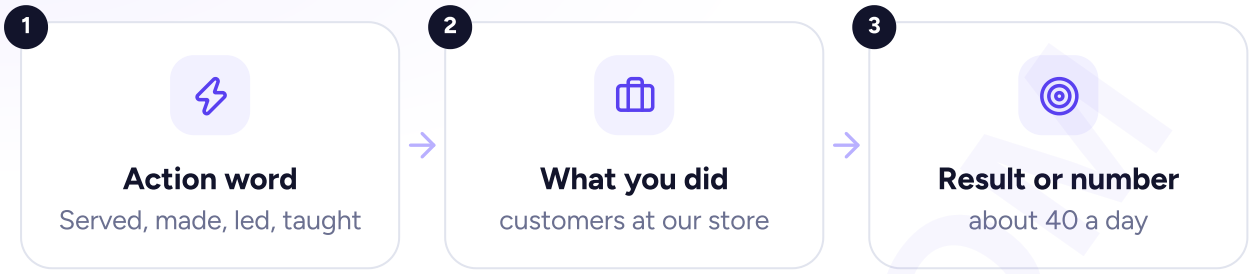
- "Served about 40 customers a day."
- "Planned 3 school events as org secretary."
- "Raised ₱8,500 with a 2-weekend bake sale."
- "Taught 6 kids to read in 3 months."

Strong lines start with an action word, say what you did, and show a result — often with a number.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

The bullet formula

PICTURE 8 **Action + task + result**



Three small pieces make one strong line: “Served about 40 customers a day at our family store.”

New word: action word

An **action word** (or action verb) tells what you did, like “served,” “organized” or “fixed.” It is like a strong engine at the front of a jeepney: it pulls the whole line forward. Start every bullet with one.

Action words to try

If you...	Try these action words
Helped people	Served, assisted, guided, answered, supported
Led or planned	Led, organized, planned, scheduled, coordinated
Made or built	Made, created, designed, built, wrote
Handled money or things	Handled, counted, recorded, sold, packed
Taught or explained	Taught, trained, explained, presented, tutored
Made something better	Improved, fixed, sped up, reduced, saved

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Add a number when you can

Numbers help the reader "see" your work. Count people, pesos, days, items or weeks. If you don't know the exact number, use an honest estimate with "about." For example, if you served about 40 customers a day for 5 days, that is about 200 customers a week.

Before	After (with a number)
Sold juice at school fair	Sold 120 cups of juice at ₱15 each, earning ₱1,800 for our class
Tutored kids	Tutored 6 kids every Saturday for 3 months — 72 lessons in all
Helped with a fundraiser	Raised ₱8,500 in 2 weekends with a bake sale (about ₱4,250 a weekend)

Made-up examples. Use your own true numbers.

Using AI to help

You can ask an AI chat tool to make your lines clearer. But **you** decide what is true. If the AI adds a number or a skill you don't have, delete it. A resume with made-up lines can cost you the job later.

QUICK RECAP

Strong lines show what you did, not just what you were. Use the formula: action word + what you did + result or number. Start each bullet with an action word like served, led, made, handled, taught or improved. Add honest numbers (people, pesos, days, items) and use "about" for estimates. AI can help with wording, but only true lines stay.

TRY IT NOW

Fix three lines

1. Pick three lines from your draft.
2. Start each one with an action word.
3. Add a result or an honest number to each.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Key takeaways

- Show what you did, not just what you were.
- Action + task + result.
- Honest numbers make work visible.
- AI can help, but you check the truth.

Quiz: 3 quick questions

1. Which line is strongest?

A Responsible for customers
B Served about 40 customers a day at our family store
C I like people

2. 6 kids every Saturday for 3 months (12 Saturdays) is how many lessons?

A 72
B 18
C 36

3. An AI tool adds "Managed a team of 10" but you never did. What do you do?

A Keep it, it sounds good
B Delete it — only true lines stay
C Change it to 20

Answers

1. **B. Served about 40 customers a day at our family store** — It has an action word, a task and a number.
2. **A. 72** — 6 × 12 = 72.
3. **B. Delete it — only true lines stay** — False lines can lose you the job later.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PRACTICE TASK

Rewrite your experience

Rewrite every bullet in your Experience part with the formula. Aim for 2–4 bullets for each activity. Use the ToolsKo Word & Character Counter to keep each bullet short — about one line.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 6 · LESSON 4

Match Each Job and Pass the ATS

A resume that fits the job gets read. Small changes for each job post make a big difference.

Many bigger companies use software to help sort resumes. Smaller businesses may just read them by hand. Either way, the reader is asking one question: “Does this person fit the job?”

New word: applicant tracking system (ATS)

An **ATS** is software that collects job applications and helps sort them. Many can search resumes for words from the job post. Think of it like the sorting machine at a post office: if the address is clear, the letter goes to the right place fast.

PICTURE 9 **How an online application often travels**



Clear text and the right words help your resume reach a real person — and then the interview.

Match the job post in 3 steps

1 **Highlight**

Highlight the skills and words the job post repeats.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

2 **Mirror**

If you really have that skill, use the same word in your summary, skills and bullets.

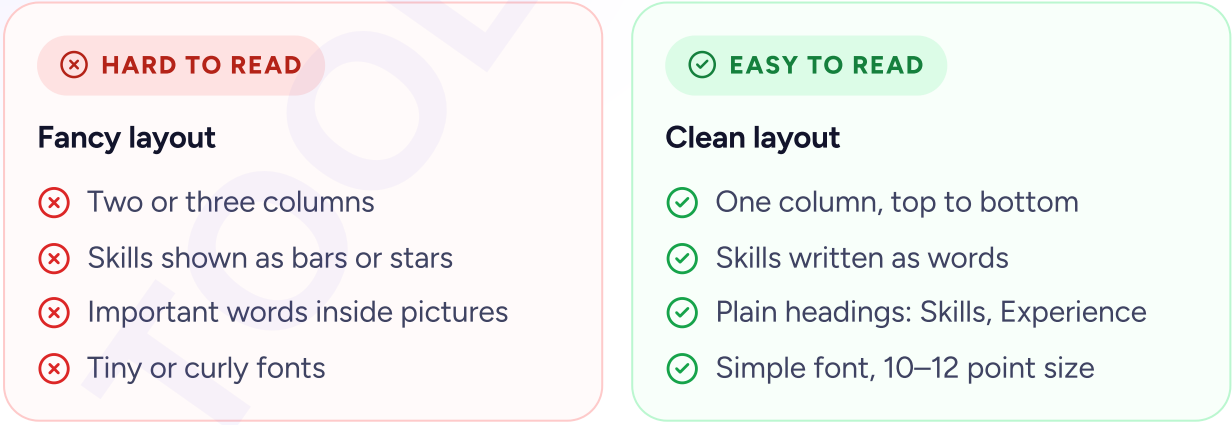
3 **Move**

Put the lines that fit this job higher on the page.

Job post says	Weak match	Good match (if true)
"Customer service"	Talked to buyers	Customer service: answered buyer chats within the hour
"MS Excel"	Computer literate	MS Excel: kept our class fund records in a spreadsheet
"Willing to work shifts"	(nothing)	Available for morning, night and weekend shifts

Make it easy for software and people to read

PICTURE 10 **Fancy vs clean resume layout**



Software and busy people both read clean, simple text best. Save your creativity for your portfolio.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Never copy the whole job post

Use the job's words only for skills you really have. Pasting the whole job post or hiding words in white text is easy to spot and looks dishonest. Real matches beat tricks.

QUICK RECAP

Many bigger companies use an ATS, software that sorts applications and searches for job-post words; smaller businesses read by hand. Match each job in 3 steps: highlight repeated words, mirror the ones you truly have, and move matching lines higher. Use one column, words instead of bars, plain headings and a simple 10–12 point font. Never copy the job post or hide words.

TRY IT NOW

Match one job post

1. Take one job post from Chapter 1.
2. Highlight 5 words it repeats.
3. Add the ones you truly have to your resume, in the same words.

Key takeaways

- Every reader asks: does this person fit?
- Highlight, mirror, move.
- One column, plain headings, simple font.
- Real matches beat tricks.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quiz: 3 quick questions

1. What is an ATS?

- A Software that collects and sorts job applications
- B A type of ID card
- C A government office

2. The job post repeats “customer service” and you have done it. What do you do?

- A Use a different fancy word
- B Use the same words “customer service” in your resume
- C Leave it out

3. Which layout is usually easiest to read?

- A Three columns with skill bars
- B Words inside pictures
- C One column with plain headings

Answers

1. **A. Software that collects and sorts job applications** — Many can search resumes for job-post words.
2. **B. Use the same words “customer service” in your resume** — Mirroring true skills helps people and software find the match.
3. **C. One column with plain headings** — Clean text works for software and busy readers.

PRACTICE TASK

Two versions

Make two copies of your resume for two different job posts. Change the summary, the skills order and the top bullets for each. Use the ToolsKo Text Compare tool to see exactly what you changed.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

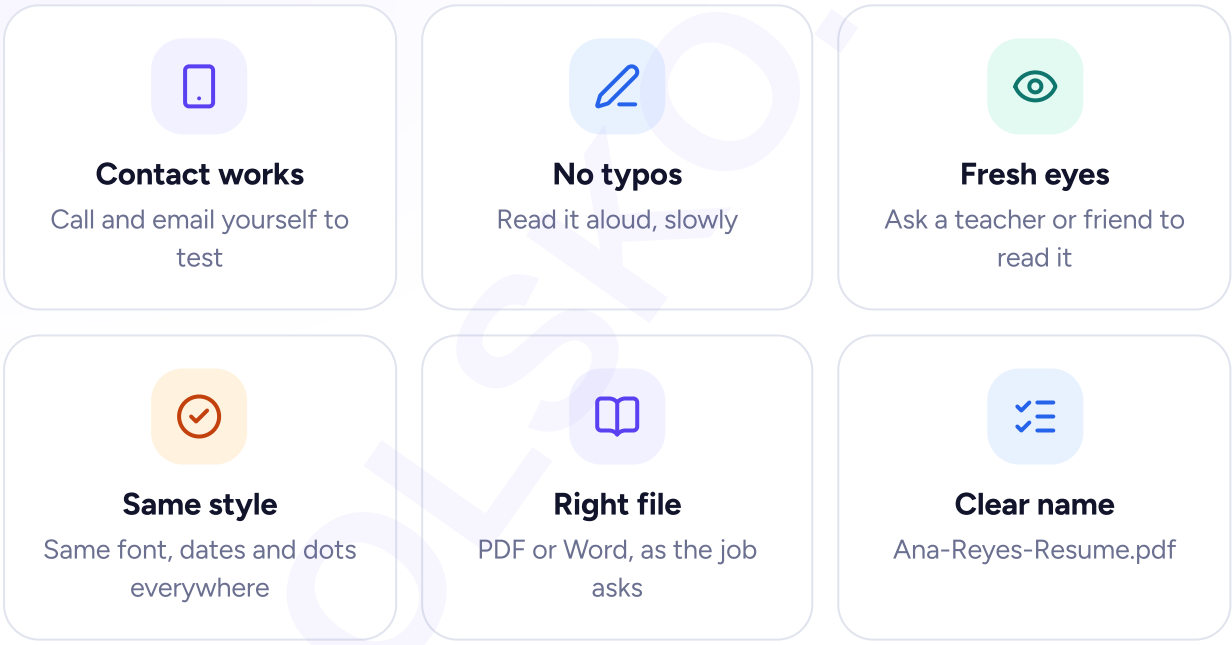
CHAPTER 7 · LESSON 5

Check, Save and Send — Safely

A small typo or a wrong phone number can cost you an interview. Check well, save it right, and send it safely.

The final check

PICTURE 11 **Six checks before you send**



Two minutes of checking can save you from losing a chance you worked hard for.

PDF or Word?

A **PDF** keeps your layout the same on every phone and computer, like a sealed envelope. Many employers like it. But if the job post asks for Word (.docx), send Word. Always follow the employer's instructions.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Sending by email

Part	Example
Subject	Application for Cashier — Ana Reyes
Greeting	Good day, Ma’am/Sir,
Message	I would like to apply for the Cashier position I saw on your page. My resume is attached. Thank you for your time.
Closing	Respectfully, Ana Reyes, 09XX XXX XXXX
Attachment	Ana-Reyes-Resume.pdf

Book 2 of this series teaches cover letters in more detail.

Free documents for first-time jobseekers

Under **RA 11261**, the First Time Jobseekers Assistance Act, first-time jobseekers don’t pay government fees for many pre-employment documents — **one time only**. Get a first-time jobseeker certification from your barangay first.

Free once under RA 11261	Notes
Barangay clearance, police clearance, NBI clearance	Show your barangay certification
Birth certificate (and marriage certificate, if any)	From PSA
Medical certificate from a public hospital	Lab tests and other procedures are not free
Transcript of records from state universities and colleges	SUCs only
TIN and UMID	And other government documents employers require

Checked November 22, 2026. Ask your barangay or PESO about the exact steps.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Spot fake job offers

Real employers don't ask you to **pay** to apply, to send your **bank details or OTP**, or to "work" by sending money. Be careful with chat-only recruiters and very high pay for no experience. Look for jobs on official channels like DOLE's **PhilJobNet** and your city's **PESO** (Public Employment Service Office). DOLE has also warned about phishing that uses its name.

QUICK RECAP

Before sending: test your phone and email, read it aloud, ask someone to check, keep one style, send PDF or Word as asked, and use a clear file name. Email with a clear subject, short message and your resume attached. RA 11261 lets first-time jobseekers get many government documents free once, with a barangay certification. Real employers never ask for fees, bank details or OTPs.

TRY IT NOW

Do the six checks

1. Call your number and email your address to test them.
2. Read your resume aloud, slowly.
3. Rename your file: Firstname-Lastname-Resume.pdf.

Key takeaways

- Check twice, send once.
- PDF or Word — follow the job post.
- RA 11261: free documents, one time.
- Never pay to apply.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quiz: 3 quick questions

1. What is a good file name for your resume?

A final-final-2.pdf
B Ana-Reyes-Resume.pdf
C scan001.pdf

2. How many times can you use the RA 11261 free-documents benefit?

A Once
B Every year
C Unlimited

3. A "recruiter" asks you to pay ₱1,500 for a training kit before the interview. What is it?

A Normal for all jobs
B A great chance
C A warning sign of a fake job offer

Answers

1. **B. Ana-Reyes-Resume.pdf** — It is clear and easy to find.
2. **A. Once** — The law says it can be used only once.
3. **C. A warning sign of a fake job offer** — Real employers don't make you pay to apply.

PRACTICE TASK

Your send kit

Make a folder with your resume (PDF and Word), a ready email message, and a list of documents you will need. Use the ToolsKo Images to PDF tool if you need to turn photos of certificates into one PDF.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 8

Your 14-Day Resume Plan

About 20 minutes a day for two weeks. By day 14, you will have a checked one-page resume and your first applications sent.

Start any day. If you are under 18 or still in school, follow the plan anyway and use your resume for part-time, school or org applications.

PICTURE 12 **The 14-day resume plan**



Aim, collect, write, sharpen, check, then send your first applications.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Day	Task (about 20 minutes)	Done?
1	Write your job target sentence. Save two job posts.	☐
2	Do your 10-minute brain dump.	☐
3	Turn activities into skills. Pick your top 8–10.	☐
4	Write your header and a simple email address.	☐
5	Write your 2–3 line summary.	☐
6	Fill in education and extras.	☐
7	Write experience bullets with the formula.	☐
8	Add honest numbers to at least three bullets.	☐
9	Cut everything to one clean page.	☐
10	Match one job post: highlight, mirror, move.	☐
11	Ask a teacher, parent or friend to check it.	☐
12	Fix their notes. Save PDF and Word copies.	☐
13	Get your barangay first-time jobseeker certification if you need documents.	☐
14	Send two applications through safe channels.	☐

Bonus exercises

1 **Make a tracker**

List each job you apply for: date, company, position and reply.

2 **Collect proof**

Save certificates and sample work in one folder.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3 **Ask for a reference**

Ask a teacher or adviser if you may list them.

4 **Update monthly**

Add new skills, trainings and results every month.

Done is better than perfect

Your first resume doesn't need to be perfect. It needs to be true, clear and sent. Every reply — even a "no" — teaches you how to make the next one better.

QUICK RECAP

Days 1–3: job target, brain dump and top skills. Days 4–6: header, summary, education and extras. Days 7–9: strong bullets, honest numbers and one page. Days 10–12: match a job post, get feedback and save PDF and Word copies. Days 13–14: get your barangay certification if needed and send two applications safely.

TRY IT NOW

Start today

1. Copy the 14-day table.
2. Do Day 1 now.
3. Set a daily reminder on your phone.

Key takeaways

- Aim first, then collect.
- Draft, sharpen, then check.
- Get feedback from a real person.
- Send through safe channels.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Quiz: 3 quick questions

1. What do you do on Day 2?

A Send 50 applications

B Your 10-minute brain dump

C Buy a resume template

2. Why ask someone else to check your resume?

A Fresh eyes catch mistakes you miss

B It is required by law

C To make it longer

3. Your first resume isn't perfect. What should you do?

A Never send it

B Wait one year

C Send it if it is true and clear, then improve it

Answers

1. **B. Your 10-minute brain dump** — Collect everything first, then choose.
2. **A. Fresh eyes catch mistakes you miss** — It is hard to see your own typos.
3. **C. Send it if it is true and clear, then improve it** — Done is better than perfect.

PRACTICE TASK

Complete the 14 days

Follow the plan and tick each box. On day 14, write the two jobs you applied for, the date, and one thing you will improve in your next version.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 9

Common Resume Mistakes (and Easy Fixes)

Most resumes get skipped for small, fixable reasons. Check yours against this list.

PICTURE 13 Skipped resume vs picked resume

SKIPPED

Easy to pass over

- Three pages, no clear order
- Typos and a silly email
- Same resume for every job
- Too much personal data

PICKED

Easy to say yes to

- One clean page, best part first
- Checked, with a name-based email
- Matched to each job post
- Only safe contact details

The difference is rarely talent — it's clarity, care and matching.

Now check your resume against this table.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Mistake	Why it hurts	Easy fix
Typos and wrong grammar	Looks careless	Read aloud; ask someone to check
Wrong or old phone number	They can't call you	Test your number and email
Silly email (like cutiepie123@...)	Looks unprofessional	Make a simple name-based email
Too long for a beginner	Important parts get lost	Cut to one page
Lines without actions or results	Doesn't show what you can do	Use action + task + result
Same resume for every job	Doesn't fit the job post	Highlight, mirror, move
Fancy columns and skill bars	Hard for software and people to read	One column, plain headings
ID numbers, bank details, religion	Privacy and scam risks	Share only safe contact details
Made-up skills or jobs	Can lose you the job later	Only true, explainable lines
Bad file name or wrong format	Hard to find or open	Firstname-Lastname-Resume.pdf, or Word if asked

The 30-second test

Give your resume to a friend for 30 seconds, then take it back. Ask: "What job do I want? What are my top skills?" If they can answer, your resume is clear. If not, move your best lines higher.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

QUICK RECAP

Common mistakes: typos, wrong contact details, silly emails, too many pages, lines without actions or results, one resume for every job, fancy layouts, sharing ID numbers or bank details, made-up lines, and bad file names. Each has an easy fix. Do the 30-second test with a friend.

TRY IT NOW

Audit your resume

1. Tick every mistake you find in your resume.
2. Fix each one using the table.
3. Do the 30-second test with a friend.

Key takeaways

- Small mistakes cost big chances.
- Test your contact details.
- Match, don't copy-paste.
- Do the 30-second test.

Quiz: 3 quick questions

1. Which email is best for a resume?

A cutiepie123@...
B ana.reyes.work@...
C boss.of.all@...

2. A friend can't tell your job target after 30 seconds. What do you fix?

A Move your best lines and job target higher
B Add a third page
C Use a curly font

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

3. Why not write your bank account number on your resume?

A It makes it too short

B Employers hate numbers

C It can be misused by scammers

Answers

1. **B. ana.reyes.work@...** — A simple name-based email looks professional.
2. **A. Move your best lines and job target higher** — The most important things go at the top.
3. **C. It can be misused by scammers** — Share bank details only after you are hired, through HR.

PRACTICE TASK

Your resume rules

Write 5 personal resume rules (for example, “One page”, “Action + result”, “Match each job”, “No ID numbers”, “Check twice”). Keep them with your resume file.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

CHAPTER 10

Real-Life Examples: First Resumes That Worked

These five example stories are based on common Filipino situations (names are made up). Look for the habits, not the details.

A

Ana, 18
Senior high graduate, Quezon City

THE PROBLEM

Thought she had nothing to put because she never had a paid job.

WHAT ANA TYPED

```
Listed 2 years of helping in her family store, wrote “served about 40 customers a day,” and matched the words of a cashier job post.
```

THE RESULT

Got two interview calls in her first week of applying.

Lesson: Family work is real experience when you show it clearly.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

J

Jomar, 22
IT graduate, Cagayan de Oro

THE PROBLEM

Used a colorful two-column template with skill bars and got no replies from big companies.

WHAT JOMAR TYPED

```
Switched to a one-column layout with plain headings, wrote skills as words, and listed his capstone project with results.
```

THE RESULT

Started getting replies from companies that use online application systems.

Lesson: Clean beats fancy — for software and people.

B

Bea, 16
Grade 11 student, Iloilo

THE PROBLEM

Wanted a weekend job at a bakery but didn't know what to write.

WHAT BEA TYPED

```
Made a one-page resume with her school, her class treasurer role and her baking for a fundraiser, and asked her parents to help her check the job was safe and allowed for her age.
```

THE RESULT

Got a short weekend helper job with daytime hours.

Lesson: Young jobseekers can build a resume — and should check the rules for their age.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

M

Mang Ben, 41
Career shifter, Batangas

THE PROBLEM

Had 15 years as a driver and wanted an office warehouse job.

WHAT MANG BEN TYPED

```
Wrote a summary about his new goal, put transferable skills first
(planning routes, record keeping, safety), and left out his birth
date.
```

THE RESULT

Got an interview for a warehouse assistant role.

Lesson: Transferable skills help you change paths at any age.

C

Carla, 20
College student, Davao

THE PROBLEM

A chat “recruiter” offered ₱40,000 a month for a no-experience job if she paid a ₱2,000 “processing fee.”

WHAT CARLA TYPED

```
Recognized the warning signs, refused to pay, and searched for
real jobs on PhilJobNet and through her city PESO.
```

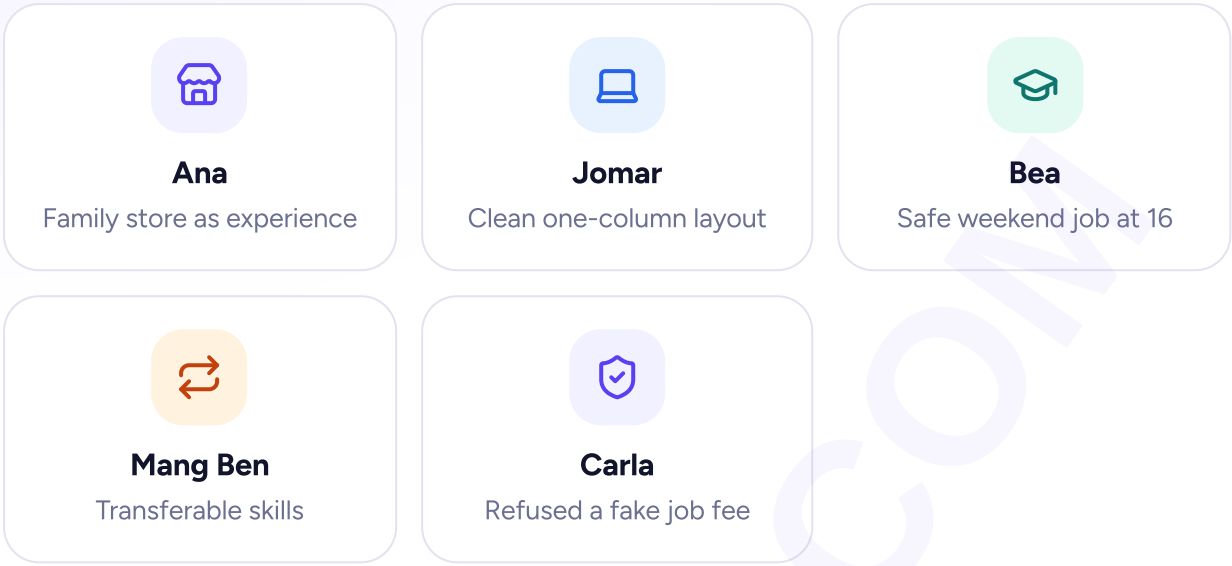
THE RESULT

Kept her money and found a real part-time job through a PESO job fair.

Lesson: Never pay to apply. Use official channels.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PICTURE 14 **Five first resumes**



Different lives, same habits: show real experience, keep it clean, follow the rules, use transferable skills, and stay safe.

What these stories have in common

They wrote only true things, showed what they really did, kept their resumes clean and short, matched the job, and stayed safe. None of them had a perfect background — they had a clear one-page story.

QUICK RECAP

Family store work became real experience; a clean layout replaced a fancy one; a teen built a resume and checked the rules for her age; a career shifter led with transferable skills; and a student refused a fake job fee and used official channels.

TRY IT NOW

Your first step

1. Pick the story most like your situation.
2. Copy one habit from it this week.
3. Write how it went after 7 days.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Key takeaways

- Show real experience clearly.
- Clean beats fancy.
- Know the rules for your age.
- Never pay to apply.

Quiz: 3 quick questions

1. What helped Jomar start getting replies?

A More colors and skill bars
B A one-column layout with plain headings
C A three-page resume

2. What did Mang Ben put first as a career shifter?

A His transferable skills
B His birth date
C His hobbies

3. Why did Carla refuse the ₱40,000 job offer?

A The office was far
B She didn't like the color of the logo
C It asked for a fee — a fake job sign

Answers

1. **B. A one-column layout with plain headings** — Clean resumes are easier for software and people.
2. **A. His transferable skills** — Skills like planning and record keeping carry over.
3. **C. It asked for a fee — a fake job sign** — Real employers don't make you pay to apply.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PRACTICE TASK

Your resume story card

Write your own story card: your job target, your top three skills, your best bullet with a number, the job post you matched, and one safety rule you will always follow.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

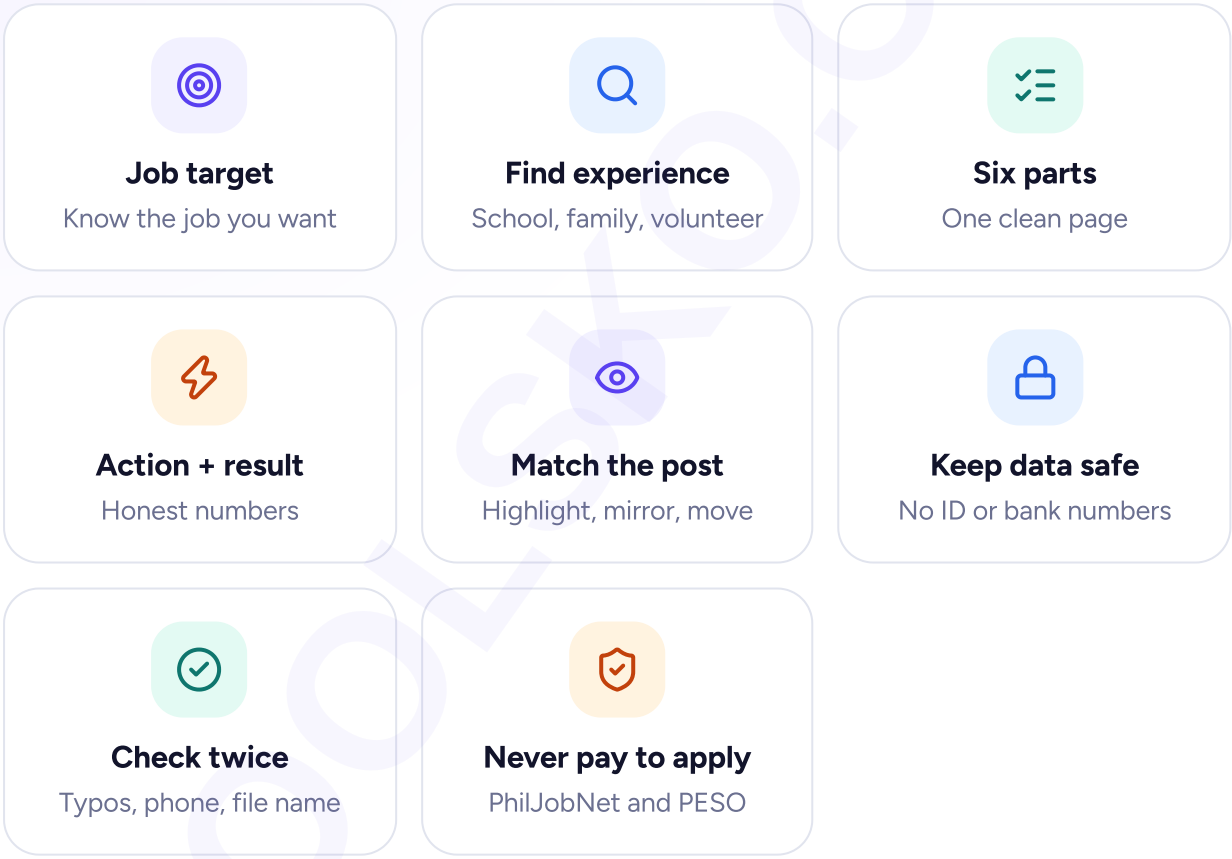
THE END

Quick Summary

Everything important, on one page.

The whole book on one page. Keep it next to your resume file.

PICTURE 15 **Cheat sheet: resume writing in 8 cards**



Eight habits that turn what you can do into a clear one-page resume.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Remember	In one line
The big rule	A resume is a one-page ad for you: true, clear and matched to the job.
Recipe	S-I-P-A-G: Start with the job post, Include real skills and results, Put action words and numbers, Always keep one clean page, Get it checked.
Parts	Header, summary, skills, experience (newest first), education, extras.
Strong lines	Action word + what you did + result or honest number.
Matching	Highlight repeated words, mirror the ones you truly have, move matching lines higher; one column, plain headings.
Privacy	Name, phone, email, city — no ID numbers, bank details or religion; birth date not required (RA 10911).
Sending	Clear file name, PDF or Word as asked; RA 11261 free documents once; never pay to apply.

You can write a resume

You know what a resume is, how to find your experience, how to build one clean page, how to write strong lines, how to match each job, and how to send it safely. Finish your first version — and send it — this week.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

WHAT'S NEXT

Your Next Learning Path

You finished Book 1. Here is where to go from here.

This is **Book 1** of the **Resume & Career** series. Here is your path:

PICTURE 16 **Your Resume & Career path**



Write your resume, add a short cover letter, prepare for interviews, then build a profile recruiters can find.

TOOLSKO.COM

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

What to do next

Next step	Why
Finish the 14-day plan	A checked one-page resume and your first applications sent.
Read Book 2	Cover Letter Mastery: short, honest letters that make employers want to meet you.
Read Book 3	Interview Mastery: prepare, answer with true stories, and follow up.
Read Book 4	LinkedIn Optimization: a profile recruiters find and trust (LinkedIn needs age 16+).
Grow your skills	The Digital Skills series (Canva, Excel, Google Sheets) adds skills employers ask for.

One last tip

Update your resume every month, even when you are not looking for a job. Add every new skill, training and result while you still remember the numbers.

Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

Free Resume Builder (ATS-Friendly, Word & PDF)
Fill in the six parts and download a clean resume in Word or PDF.
toolsko.com/resume-builder ↗

Cover Letter Generator (Modern, for Any Job)
Write a short letter to send with your resume.
toolsko.com/cover-letter-generator ↗

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Application Letter Generator (Job Application Letter Sample)
Make a formal application letter when a job asks for one.
toolsko.com/application-letter-generator

Word & Character Counter
Keep your summary and bullets short.
toolsko.com/text-tools

Text Compare (Diff)
See what you changed between two resume versions.
toolsko.com/text-diff

Passport Photo Maker
Make a 2x2 ID photo when an employer asks for one.
toolsko.com/passport-photo-maker

Images to PDF
Turn photos of certificates into one PDF to attach.
toolsko.com/images-to-pdf

Photo Scanner (Camera to PDF)
Scan documents with your phone camera.
toolsko.com/photo-scanner

Email Signature Generator (Gmail & Outlook)
Add a neat signature to your application emails.
toolsko.com/email-signature-generator

"Tell Me About Yourself" Interview Answer Builder
Turn your summary into your first interview answer.
toolsko.com/tell-me-about-yourself-answer-generator

Thank-You Email After Interview Generator
Follow up politely after an interview.
toolsko.com/thank-you-email-after-interview

Words to know

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

Resume	A short paper, usually one page, that shows what you can do and how to reach you.
CV	In the Philippines, often the same as a resume; abroad, a longer record for school or research jobs.
Biodata	An old-style form with many personal details; most jobs today prefer a resume.
Job post	An ad that says what a company needs.
Recruiter	The person who looks for new workers for a company.
Summary	2–3 lines at the top saying who you are and what job you want.
Skills	Things you can do well, like typing, handling cash or teamwork.
Transferable skill	A skill you can carry from one place or job to another.
Action word	A word that tells what you did, like served, led or made.
Keyword	An important word from the job post.
ATS	Applicant tracking system: software that collects and sorts job applications.
Reference	A person who can tell an employer about your work or character.
Personal data	Information that could be used to find you or pretend to be you.
RA 11261	The First Time Jobseekers Assistance Act: free government documents, one time.
PhilJobNet	DOLE's free official online job-matching website.

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.

PESO	Public Employment Service Office: your city or town's free job help office.

Where the facts come from

1. Republic Act No. 11261: First Time Jobseekers Assistance Act (Lawphil)
2. Republic Act No. 10911: Anti-Age Discrimination in Employment Act (Senate Legislative Issuances Library)
3. The 5 personal details you can take out of your resume (JobStreet Philippines)
4. Should you include a photo on your resume? (JobStreet Philippines)
5. The 6-second scan: How to pass the 2026 resume filter (UConn Center for Career Readiness, March 2026)
6. 18 resume changes to get past ATS filters (University at Buffalo Career Design Center, April 2026)
7. PhilJobNet: the Philippines' official job-matching portal (DOLE)
8. What is the PESO? (PESO Employment Information System, DOLE)
9. DOLE cautions public against phishing attempts (PhilJobNet news)
10. Rules implementing RA 9231 on working children (ChanRobles Virtual Law Library)

Laws, government rules and website features were checked on November 22, 2026. Rules and hiring habits change, so always check with DOLE, your PESO, your barangay or the employer before you rely on them. All names, schools, businesses and numbers in the examples are made up. ToolsKo is not connected to any company, job site, school or government agency named in this book. This book is general information, not legal advice, and it cannot promise you a job. Written by ToolsKo Learn · toolsko.com/learn

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved. Free to read and print for personal learning; please share the link instead of copying the book. Permissions: admin@toolsko.com.

toolsko_ | Learn

Keep learning. It's free.

Start-from-zero guides and free everyday tools — calculators, PDF and image tools, business templates and more — at **toolsko.com**.

RESUME & CAREER

Book 1	**Resume Writing Guide — this book**
Book 2	Cover Letter Mastery
Book 3	Interview Mastery
Book 4	LinkedIn Optimization

Scan to read online
toolsko.com/learn/resume-writing-guide

© 2026 ToolsKo.com · MJP Software Development Services. All rights reserved.
admin@toolsko.com · Facebook: Toolsko.com · A ToolsKo Learn original