

Resumes for Children - 17 Years Old and Under

Kirkus



Resumes for Children 17 Years Old and Under
BY DONNA KRISTINE MANLEY • RELEASE DATE: JUNE 7, 2006

According to Manley's debut collection, even 6-year-olds can begin shaping resumes for future success.

This guide, a recipient of the Mom's Choice Award, aims to help children articulate their skills and talents by putting them in resume form. This will raise a child's self-awareness and self-esteem, Manley writes, and ultimately set them on a path to prosperity. The 21 sample resumes, many by high schoolers, seem to reflect a pool of overachievers; for example, a 6-year-old includes the money he earned by completing household chores under the heading "Created Income," and began studying German at age 3, which no doubt helped him to be admitted into the Gifted Children's Association (listed under "Organizations"). In her introduction, Manley raises the excellent points that college and scholarship competition is fierce and that concisely summarizing achievements is a good way to get attention. What children do for fun can help them develop tools they'll use later in life, and helping children to understand that is a positive benefit. But although Manley does note the widening gap between the haves and have-nots, the book almost exclusively showcases resumes of the haves. For example, such amenities as Marine Biology Research Camp and Investment Camp are likely out of reach for families in lower tax brackets, and half the sample resumes highlight moneymaking skills, with headings such as "Increased Revenue." The three sample cover letters, intended to solicit financial support for career-building activities, have a corporate tone, as if they're being sent to a mailing list rather than family or friends. The book also suggests that children should request compliments in writing, presumably so that they can add them to their growing list of testimonials. Parents committed to having their children climb the corporate ladder will likely benefit most from these tips. But even readers who don't believe that children need written recommendations for properly taking out the trash may find value in teaching children how to promote their abilities.

An intriguing guide that asserts that it's never too early to start documenting one's talents and achievements.

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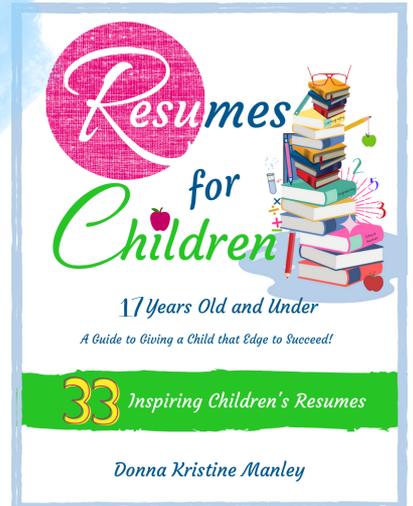
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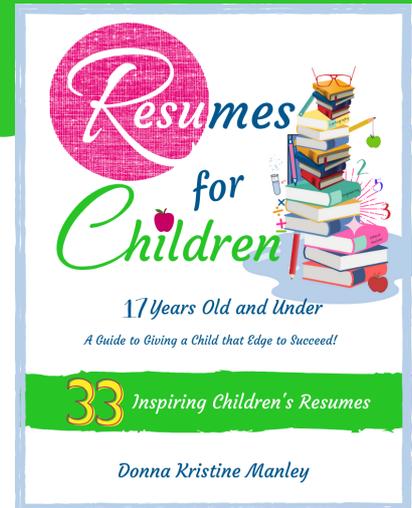
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Resumes for Children -17 Years Old and Under

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A child's ability is not always reflected in the report card.

This is one of the facts I gathered in this book, and it made a lot of sense. Children often have varied interests and talents. In some cases, children may have average performance in academics but may excel in other areas such as illustrations, music, repairs, dance, swimming, and so on. When parents pay close attention to their children, they can discern their abilities and provide proper guidance.

In *Resumes for Children -17 Years Old and Under* by Donna Kristine Manley, the writer explains why children need to have resumes and how parents can make wise use of a child's free time. It also discusses the values of resumes for kids. Also, a sample list of references can be found in the concluding part of the book.

The writer made a list of over thirty-five areas of interest in which children can develop themselves. However, the list is by no means exhaustive, and children are urged not to limit their options. Chapter one to thirty-three contains sample resumes for kids with varied interests. These interests include crafts, origami, radio broadcasting, gardening, piloting, sign language interpreting, the medical profession, marine biology, book reviewing, and a host of other interests.

I was impressed by the general development of this book. Documentation of the strengths and achievements of kids can prove to be a great propeller into the heights of success. The varied pattern of resume layouts in this book makes it a good reference guide. My favorite resume is that of the origami artist, aged ten years of age. In her resume, she had a list of items she had made with origami and a list of events where she sold them. She included other achievements she'd had. The overall effect is a very impressive resume in a well-arranged format.

I would rate this book 4 out of 4 stars. I had no dislikes about this book, and it has been professionally edited. *Resumes for Children* is a must-have for every parent. It is a great handbook for developing resumes. It also contains sample cover letters, and information is presented simply and interestingly. The sample resumes have varied designs and formats. This book is devoid of violent and sexual material, therefore, it is appropriate for sensitive readers and kids. I would recommend this book for children aged seventeen years and under, and also for parents who wish to build resumes for their kids.

4 Stars/4 Stars

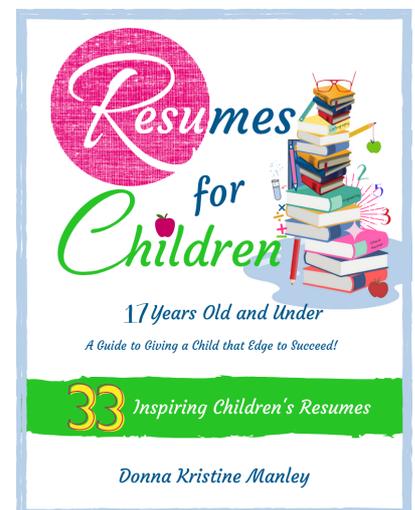
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reader views kids

Resumes for Children - 17 Years Old and Under Donna Kristine Manley Independently Published (2020) ISBN: 978-0977783557 Reviewed by Tammy Ruggles for Reader Views (02/2022) "Resumes for Children - 17 Years Old and Under" by Donna Kristine Manley, is a fresh and intriguing way to help your child succeed in life. Resumes can be an important part of becoming a success in the future, or even searching for that first job just after high school for that matter. For a lot of young adults, a resume is a blank piece of paper, or not much content. But what if that first resume contains accomplishments, awards, and skills that your child has already achieved? Why not showcase those? Many parents maintain scrapbooks, memory books, and keep treasured keepsakes. These can easily be transferred or transcribed into a real resume, which can do many things for your child: Provide an understanding of the world of employment and how resumes work, and help instill confidence and goal-oriented thinking. That isn't to say that every hobby or activity a child participates in has to be recorded and documented—there has to be room for fun too—but assembling a resume with your child can have benefits when your child is an older teen or young adult. Manley has a real passion for reaching out to young people and helping them be the best version of themselves. Besides inspiring messages, she offers practical advice that people need every day to live better lives. What I like about this book are the sample resumes that demonstrate exactly how to help build one for your child and the components that need to go into it, from talents, to skills, to goals. This book is particularly useful to the child who already seems ambitious to do something specific, like become a concert pianist, a well-recognized and influential YouTuber, an entrepreneur, etc. But even if your child just wants to play and has no interest in resume building, this book is still a good teaching tool to give them an idea of what they can expect when they go job hunting in the future.

Some children will actually love keeping a record of their achievements in resume form, so, the level of involvement really depends on the child. A parent can still go ahead and maintain the resume on the child-s behalf. Another appealing aspect of this book is that the resume samples are varied, and in different languages. This is the perfect book to give children and teens whose parents aren't so involved in their lives but have a dream to succeed. Keeping a resume throughout the years can help keep them focused and motivated, even if they don't have much parental support or input. - 2 - As a former social worker, I would also recommend this book as a tool for helping professionals, as a way to encourage young clients and families to recognize their strengths and abilities, raise their self-esteem, and get a feel for what goal-setting is all about. Overall, "Resumes for Children - 17 Years Old and Under" by Donna Kristine Manley, is a wonderful tool for parents wanting to help their college-bound, career-bound children get a head start



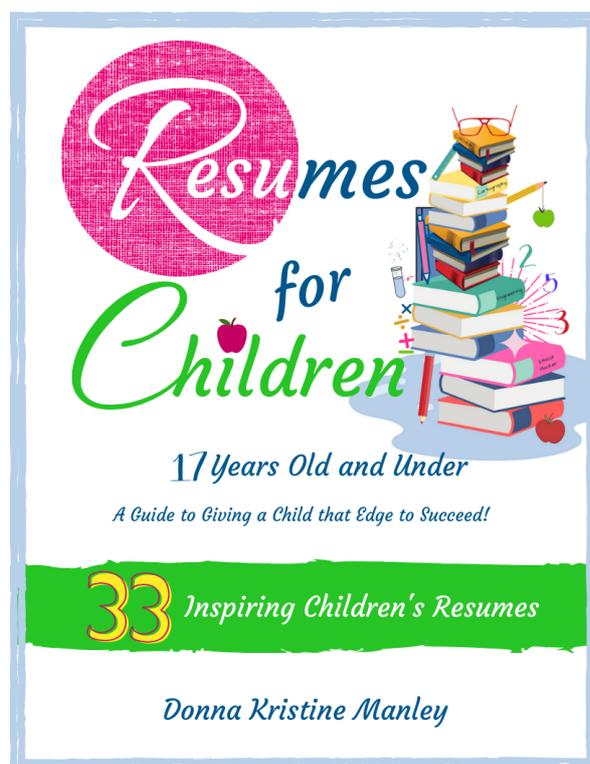
Kid Book Reviewer



"Before reading this, I want to let you know that this is not a "storybook," but a collection of sample resumes and inspirational headings for children interested in activism and starting out on their dream at a young age. I don't have a problem with this, because it was actually really inspirational and an enjoyable, quick read. This is just more of a "guide" rather than a book. It is something better for children and their parents to read through together and keep as a log (of sorts) of their activities, rewards, and successes.

That being said, on to the review:

I always consider myself a "doer" when it comes to achieving goals and dreams. I'm not fond of the question, "What do you want to be when you grow up?" because I don't see any reason why you can't go out and do it as a child. For example, I want to be an author. I've already written a lot of stories, created many websites, etc. People usually seemed surprised that I do this "much" at a young age, when really, I'm not doing much at all. So this book was something I could immediately connect with and see as a valuable resource. However, to me, the best part was not the sample resumes, but the inspirational headings. "Don't wait for others to create your road to success" would be a perfect example of that (pg. 16 in Resumes for Children 17 Years and Under). Recently, many of my friends went through the hectic process of trying to get into private schools for Junior High. This would be a very helpful guide for cases such as those. All in all, an inspirational and valuable guide to "getting things done" as a kid."



www.resumesforchildren.com

Book Pleasures



"Deploying the word resumes in the title of the book may immediately turn one off, as there no doubt exists countless number of books concerning resumé writing. However, I doubt if any of these books are addressed to children seventeen years old and under. In fact, who would even think of sitting down with your child and preparing his or her own resumé? What's the point? And here is where Donna Kristine Manley puts a bee in your bonnet with her *Resumes for Children 17 Years Old And Under Yes, Really!*

According to Manley, and I tend to agree, by helping your child prepare their own resumé you can boost their self-esteem as you will be taking the time to capture their accomplishments, activities, gifts, talents, and interests which would all be reflected in a written document. As Manley goes onto say, "Your child will certainly feel good about himself or herself." Another sound reason proffered is that the child can use this resumé within the context of academic programs wherein sponsorship may be required, or where he or she may be applying for a scholarship or a fellowship. It can also be used when entering a competition or seeking admission to a particular school.

To exemplify the broad scope of possibilities where these resúmes would come in quite handy, Manley presents her readers with twenty-one different creative prototypes that carefully balance different aptitudes, experiences and education adapted to a variety of scenarios. For example, let us say your child is interested in attending a writing camp, however, he or she may need a sponsor who would be willing to foot the bill. In this case you would collaborate with your child in drafting a resumé that would look something like the "Aspiring Writer" model included in the manual. Briefly, this resumé mentions how the child has helped others improve their reading skills, the child's contributions to a school newspaper, additional studies that the child may have pursued, their participatory activities such as a children's book club organizer, spoken work event organizer and the results that transpired, and perhaps the child's community work as a liaison. If applicable, you may also want to include past attendance at a young writers' camp, as well as their computer knowledge, education and awards. At the end of her manual, Manley also provides some sample cover letters that would state the reason for the letter, reference to the resumé and the hope that financial assistance would be forthcoming.

As for references to include in the resúmes, Manley mentions the following: school teachers and administrators, athletic personnel whom your child may have been involved with, your clergy, community service personnel and family friends.

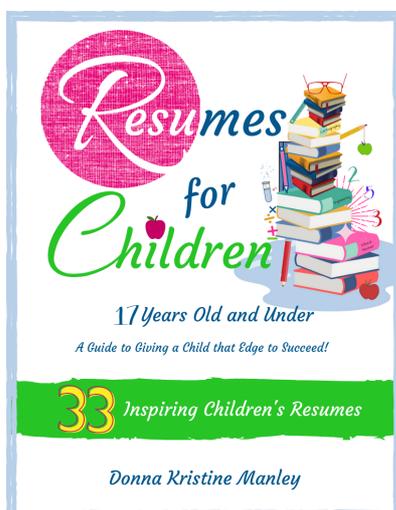
The final pages of the guide present some prime advice and interesting avenues to explore in order to assist your child enhance their resúmes. These recommendations will not only help your child in polishing and improve their skills but may possibly facilitate their securing a part-time job or a volunteering position. As an example, Manley tells us that if your child is an aspiring graphic artist why not research possible art classes, children's art contests, art shows, businesses that will display a child's art, and corporate art competitions. She even proposes the in-home art exhibit.

Technically, Manley's approach works very well. *Resumes for Children 17 Years Old And Under Yes, Really!* is definitely a wholly accessible and creditable manual, and moreover, it offers rich opportunities for you and you child to explore the many options wherein a resumé would play a vital role."

HereWeeRead

"I don't quite remember my first resume, but I do recall listing every hobby I'd ever had to make my part-time job at the library look more substantial. Where were books like Resumes for Children when I was growing up? I think this book does a good job providing several samples to use for creating a child's resume and cover letter. There are sample resumes for entrepreneurs, volunteers, babysitters/pet care, hobbies, inventors, aspiring medical professionals and more! I also like the space in the back of the book for recording your reflections, ideas and resources. These will be useful for writing down your child's interests, hobbies, volunteer opportunities, activities, or hands-on experiences as they evolve over time. The author also talks about some reasons why children need a resume and offers some pearls of wisdom at the end of the book which I found to be helpful. While I don't plan on creating a resume for either of my children anytime soon, I think this book will definitely come in handy when I'm ready to take on this task. I believe Resumes for Children is great tool to use to help you to chronicle your child's academic and extracurricular history.

Creating a resume is an important initial step in the process of obtaining employment, volunteer opportunities or applying to private schools. In addition, a resume can help a student in future academic pursuits. Teaching your child to identify his/her skills, talents and achievements is key to putting together a winning resume. Since this book was written almost ten years ago, one suggestion I would make for a potential book update would be to limit contact information on the resume samples. Meaning do not list a physical address, phone number or school name. Contact information for your child can always be sent directly the the hiring manager, volunteer coordinator, etc. Maybe it's just me, but I'm overly cautious about sharing any information about my children, especially online. Electronic or hard copies of resumes and cover letters can end up anywhere therefore as a parent, I believe you must be very thoughtful about what personal information is on them. Are you on the fence about creating a resume for your child or do you think this sounds absurd? Think of it this way: the reality is that some scholarship, private, middle and high school applications give you spaces in which they expect you to write down your child's extracurricular activities, community service and awards. It can be a painful process if you've got nothing to write about your child in those spaces."



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Busy Mommy Blogspot

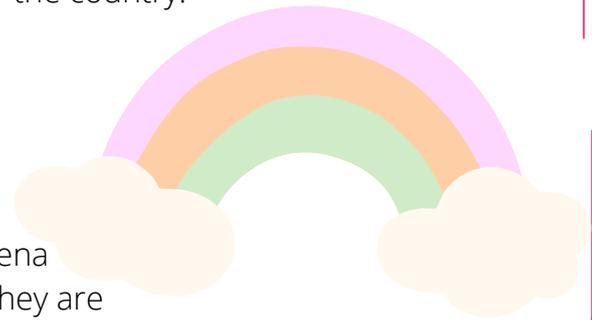
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"Okay, I have to admit that when I first was contacted by Kris Manley, author of the book, Resumes for Children- 17 Years Old and Under, that I was not really sure what it was about. I mean, why do kids need resumes? But I figured it was different and worth a look, right? I have to say that I am so impressed. This is a spectacular resource that should be made available to every child. It is already being used in several Atlanta, GA high schools and middle schools and by the GA Dept. of Labor career centers. I have no doubt that it will soon be used all over the country.

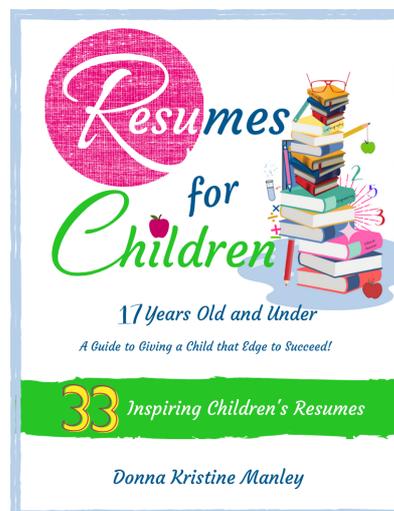
From the website:

Why Should Your Child Have a Resume?

1. To boost their self esteem and feel good about themselves
2. To outline their capabilities
3. To show how well he or she does outside of the academic arena
4. To show he or she is more than what their report card says they are
5. To praise his or her gifts, talents, abilities
6. To accompany his or her college application



Choosing activities that provide your child with life skills as well as build character is a key element to their success. Documenting those activities is also a key element to their success. Why? Keeping before them an ever present visual of their activities, accomplishments, etc. gives encouragement, pride in what they do and have done, and allows them to see how well they have progressed over the years. In other words, you will assist your child in "behaving" their way to success. In this day and age, it is so important to be able to give your child every advantage that you can. I firmly believe that this a great resource to help with that."

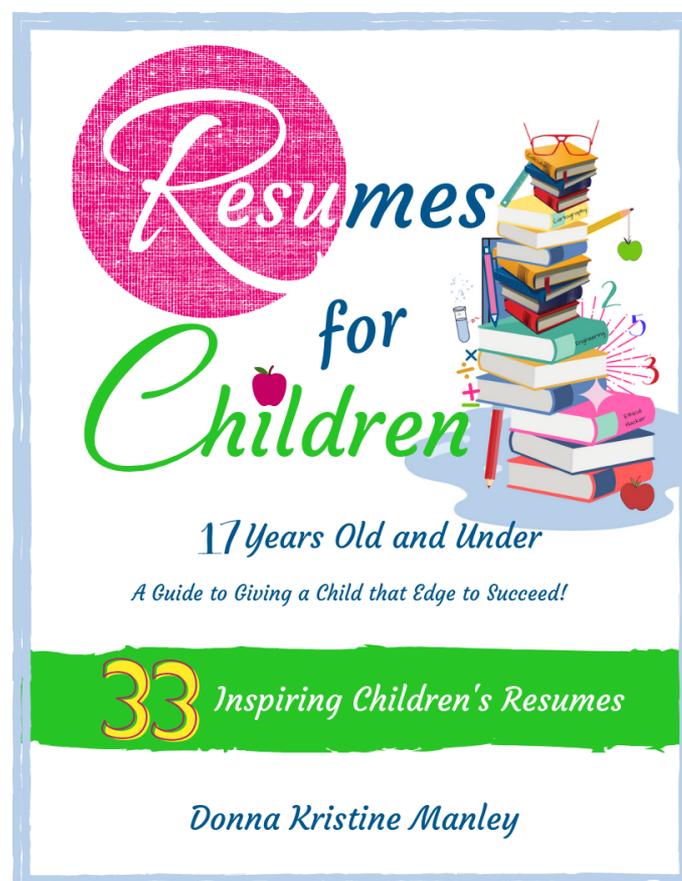


www.resumesforchildren.com

MidWest Book Review

"Resumes For Children 17 Years Old And Younger by Donna Kristine Manley, who has developed countless children's resumes to help them receive sponsorship in special programs, is not a standard how-to book. Rather than giving exhaustive resume preparation instructions, Resumes For Children 17 Years Old And Younger presents a wide collection of sample resumes and sample cover letters to familiarize the reader with the proper formatting, plus several blank pages for the reader to write down appropriate reflections and resources.

The examples range in style from a resume for a young person seeking experience as a caregiver, to an aspiring newsperson, an inventor-in-training, and much more. An excellent "learn-from-example" guide."

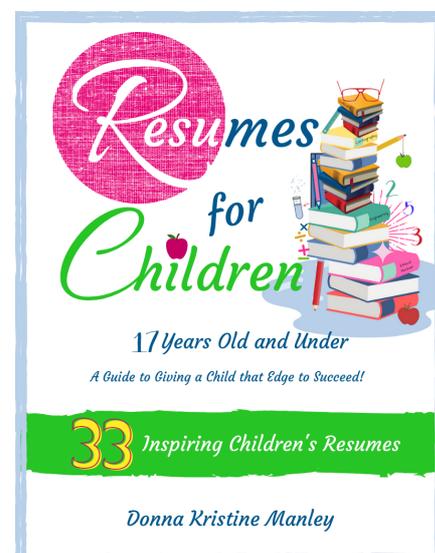


MomFuse

"Jazz and I recently were able to review the book Resumes for Children by Donna Kristine Manley. When I first heard this title I was not sure what to think. When I hear the word resume I immediately think of work or job. The first question I asked myself is why would Jazz need a resume? She has never had job. As I opened the book and began to read I quickly understood why this an good idea. Kids are involved in lots of afterschool activities and various clubs. A resume is a great way for children to organize all of their accomplishments and achievements. They can even include their interests and any awards they have won. I wish we would have read this book sooner. When Jazz (14) was in the 8th grade last year we had to start searching for acceptable high schools for her to attend. My husband and I had no idea how much work it was to get her into a good one. There were applications to fill out and tests to take. There was even an interview process for both parents and child. One common requirement that all the schools had were recommendations and a list of activities Jazz participated in. Basically we had to fill out forms with all this information more than a few times. It would have been a whole lot easier if she had a resume and it would have made her stand out more.

Jazz was fully able to grasp the whole idea of a resume once we sat down together and looked at the samples. My husband and I both agree that there is an excellent collection of sample resumes in this book. The samples cover almost every possible topic including students who are homeschooled or aspire to become a writer.

This book is not just sample resumes. There are examples of cover letters and references and a page dedicated to Pearls of Wisdom. There is space in the back of the book for you to write down your ideas and your reflections. Jazz has already started making notes. Resumes for Children is a book I definitely will tell other parents about. It can be used when entering middle and high school or when your child applies for grants or scholarships."



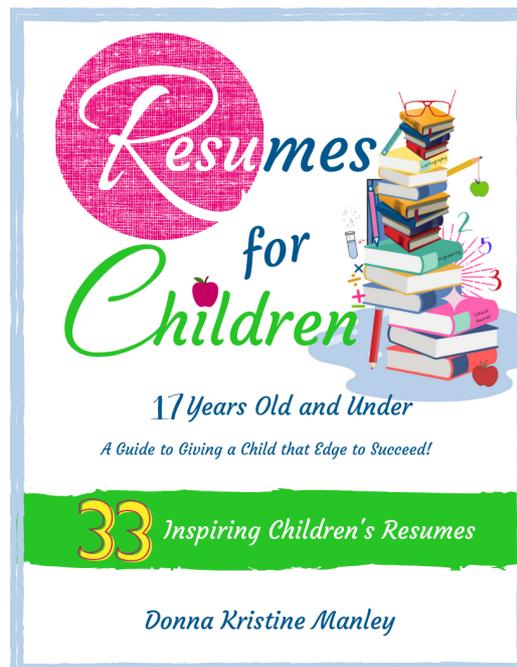


MyParentime



"There are many situations in life, where we need to list our skills and accomplishments -- such as when we apply for a job, etc. The competition is hard enough when you're an adult, but it is sometimes just as hard when you're a child. What? Why would you need a resume for a child, you might wonder. Well, keeping a record of all the important things that your child has accomplished, can only help them throughout their lives. How should you organize your child's skills and achievements on paper? The book, "Resumes for Children - 17 Years Old and Under," shows you how to organize your child's information. The book contains 21 sample resumes for children to use for a variety of purposes -- schools, scholarships, competitions and jobs, just to name a few. As your child gets older, you can revise your child's resume to reflect all their talents and accomplishments for each specific purpose. You can list their strengths, talents, and include any organizations, volunteer programs or hobbies, and any awards won. You will get many ideas from the included resumes, 3 sample cover letters and 1 sample reference page. Blank pages are included in the back of the book to allow for some information gathering.

A resume speaks for you -- it describes who you are and what you have done in your life. And as this book shows, there are many other uses for making a resume, not only for applying for a job. Resumes look impressive! Receivers of your child's resume will get to know a little about your child before they meet in person. MyParentime.com recommends this book -- anything that can help a child go forward in their life is A-OK with us! This book is clear and concise, and gives wonderful examples of how children under the age of 17 can use resumes to further their education, career or hobby."

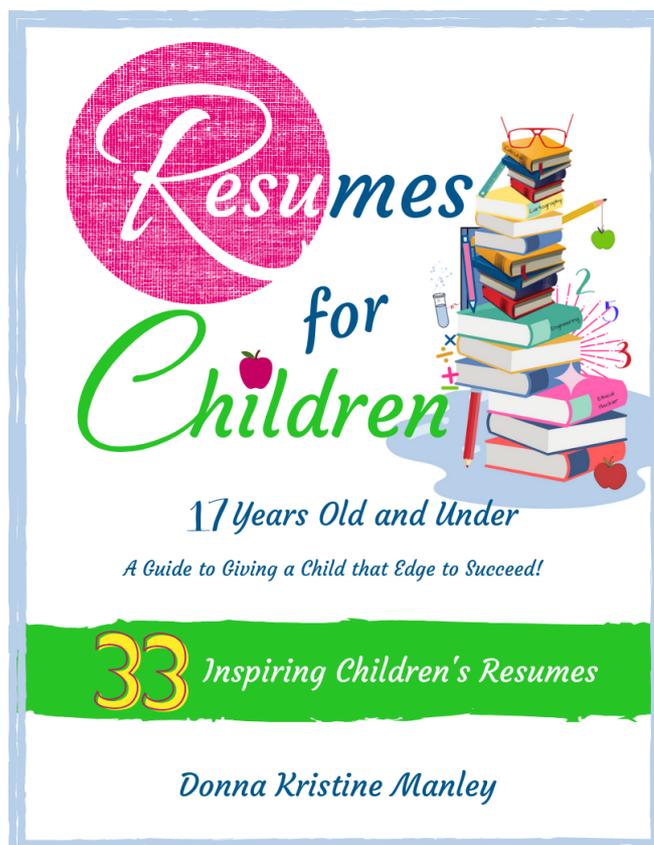


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MyShelf

"This practical, well-organized guide will help you to record your child's achievements, activities, talents and interests in the form of a resume. Donna Kristine Manley has developed her simple, yet useful idea of a resume for children in an easy to follow format, with lots of sample resumes, complete with references and cover letters. Why does your child need a resume? Your child can use a resume to accompany an application for entrance into a special school, program, camp, or competition or for older children, to obtain a part-time or full-time summer job. Having a good resume boosts a child's self-esteem and gives them a written record of their accomplishments and capabilities beyond the academic school reports. Kids can use these guidelines to see how others have turned their hobbies into moneymaking endeavors and have ventured into other worlds...radio broadcasters, pilots and other fascinating accomplishments.

The softbound book also includes blank, lined pages for them to record their thoughts and rough drafts of resumes. This book is also a valuable teaching tool and reference; it should be in every school library."

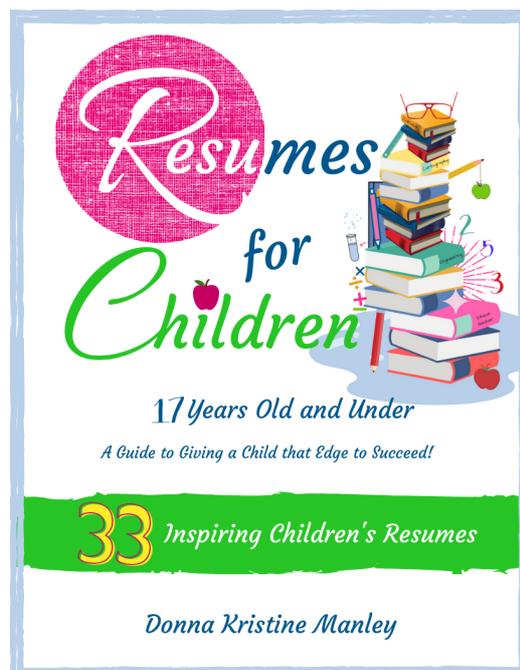


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ParentReviewers

"When I first got this book, Resumes for Children by Donna Kristine Manley, I thought to myself, "Gee..the person who actually buys this book is really 10 steps ahead of the Joneses!" But, as I thoroughly read the book, it dawned on me that this is probably the simplest and most effective tool in helping your kids create and maintain their goals and objectives in their lives. Why do I say this? Each and everytime I had to evaluate a new jobseeker's resume, I get less and less impressed with the same template, cut and pasted from someone else's resume. To me, a resume should not just be about your academic performances. It should be about the person. YOU! I found this book very resourceful and useful, as it shows that every strength your child has, can be churned into a positive statement. If he likes to talk, he can enhance his oratory skills by joining the toastmasters club in his area. Even by speaking out during an event, or in class/school, is considered an accomplishment! If your child loves to play sports, this is where he can show all his achievements.

BUY IT!: This is an excellent resource book where there are 21 sample resumes, 3 cover letters and a sample reference. It also has sections where your child (with your help) can reflect on his life purposes and list down his ideas/goals. Why would we need it? Your child can use it for a variety of purposes. Imagine, if your child had to apply for scholarships, this is where he can shine, by inserting a resume along with his application form. They can also use it for competitions, seeking sponsorship or grants. Being different, being unique, being themselves. This book brings clarity to their objectives in life, when they can see it in paper, it'll not only excite them but motivate them into achieving greater things in their lives! And remember...it's not all about the academics!"



OnlineBookClub

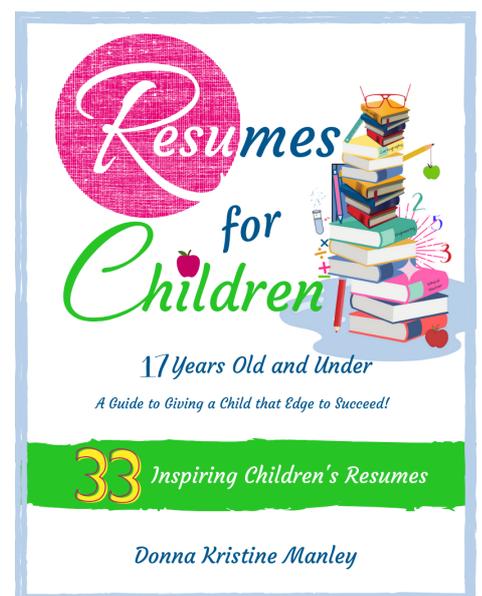
A child's ability is not always reflected in the report card. This is one of the facts I gathered in this book, and it made a lot of sense. Children often have varied interests and talents. In some cases, children may have average performance in academics but may excel in other areas such as illustrations, music, repairs, dance, swimming, and so on. When parents pay close attention to their children, they can discern their abilities and provide proper guidance.

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Booklife.com

Offering precisely what its cover promises, Manley's upbeat, practical guide lays out how (and why) to put together resumes for and with kids, crafting a living record that honors their accomplishments, commemorates their passions and areas of expertise, and celebrates their talents and skills. Manley argues that developing a resume helps children (and parents) become well-rounded outside the academic world. She advises parents to urge kids to think early about cultivating the references they'll need when applying for jobs or college. Building resumes, she notes, can improve children's self-esteem and understanding of their "KSAs"—that is, Knowledge, Skills, and Abilities—while also preparing them to apply for programs, scholarships, jobs, and more ... and even help kids answer that trickiest of questions, "Tell me about yourself."

Resumes for Children includes over 30 sample resumes that showcase how to frame and write up kids' KSAs and accomplishments in clear, direct language. Manley makes clear that resumes need not focus primarily on jobs. The samples highlight volunteer work, the generation of hobby income, awards and recognition in hobbies and arts, and computer and software skills. Like all good resumes, each selection here is crafted to target a goal or demonstrate a particular skill set, such as gardening or music. The volume is rounded out by samples to help with the rare writing project young people dread even more than thank-you notes: cover letters.

Rather than nudge kids toward the professionalization of their hobbies, Manley's guide encourages children both to dig deeper into their interests and to range outside them, to take on new challenges (giving presentations, taking online courses, learning languages, getting involved in library programs) that could add new dimensions to their resumes—and to their real-life skills and conception of self. The result is a book and process that encourages kids to know and better themselves, in the flesh and on paper.

Takeaway: This charming guide lays out why and how developing resumes can give kids a leg up.

Great for fans of: Christine M. Field's *Life Skills for Kids*, Rachel Toor's *Write Your Way In*.

Production grades

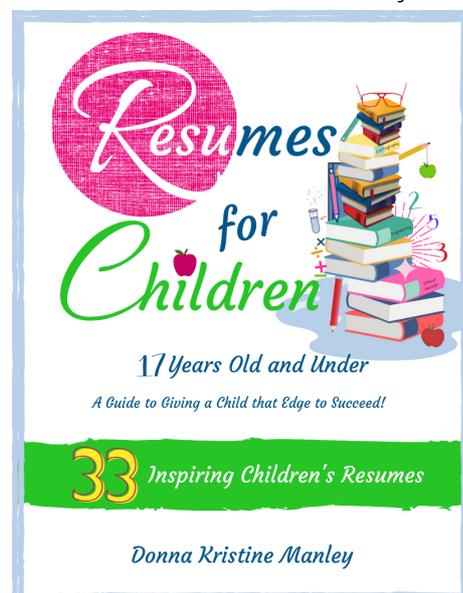
Cover: B+

Design and typography: A

Illustrations: N/A

Editing: A

Marketing copy: A



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