

**Purpose:** *This guide reviews the steps to create an AET resume. AET's resume for students is a great report that uses AET records to develop a pre-formatted resume. Our resume helps students write down parts of their career plan.*



## **Step 1: Complete Resume Areas:**

**FFA Degrees Levels Achieved** *Enter your degrees earned by the year and it will translate to the cover page of all FFA award applications.*

**Awards and Competitions Success** *all individual and/or team awards can be added here from FFA Competition awards (using JC link or not), Agriscience Fair awards, exhibiting animals awards, etc. Limit yourself to the highlights of your Ag Ed career.*

**Certification and Skills** *any certifications through AET (tractor safety/parli pro), Floral Design, Ag Mech, Safety, or any skill that you have been certified through an Ag Ed course or individually. Skills you can also list may include, Microsoft Office, livestock handling, website design, etc.*

**Memberships and Professional Organizations** *can include FFA membership, Student Council, NHS, 4-H, or any other organization that you are an officer or a member in*

**Other Accomplishments** *any non-Ag related accomplishments that you may want to list like UIL, Band or other extracurricular activities*

**AET Badges** *You can earn several badges. Blue Bades (top 25%) or Gold Badges (top 5%) If you earn an annual badge you will always find it in this section of your AET Resume. See our [AET Student Badges Guide](#) for more information*



**Step 2: Judging Card Results:** *if your state uses Judging Card to score CDE contests you can import your results into the AET Resume. (this does **not** create a journal for the student and your bubbled named **must match** your name in AET exactly)*



**Step 3: Resume Objective:** *Your resume objective should state your career goals and in this case, how it relates to Agriculture. It can be as simple as your desired job title and why or what you have accomplished and where you hope to go in your career*



**Step 4: References:** *You should have a minimum of three references. Each reference should list the person's full name, title, mailing address, email and working phone number.*



## **Step 5: Print your AET Resume Report:**

1. Using the AET REPORTS tab, access your student Resume Report
2. Choose the (DOC) version to make edits or add in items that you did not find on the AET template OR choose the (PDF) version if you are ready to print with no edits

*\*PROFILE information such as address, phone number, and email will all pull into the Resume Report in AET. Students' Agricultural Science Courses, SAE/Work Experience, FFA Involvement, and Community Service (from journal entries) will automatically populate into the Resume Report as well.*