



STUDENT NOTES

Resume Part 1: Writing a Resume

Name: _____

Date: _____

Period/Block: _____

Part 1: Identify Important Information About Yourself

Questions & Keywords	Notes
<u>Contact Information:</u>	
Name (first & last)	
Street Address	
City, State, Zip	
Phone (home or cell)	
Email Address	
<u>Education :</u>	
High School	

GPA (Optional)	
Awards (such as honor roll, student of the month, etc.)	
<u>Experience (add additional companies if there are more when writing your resume):</u>	
Company You Worked For	
City, State Where Company is Located	
Dates Worked (ex. September 2016-May 2017)	
Job Title	
Description of Responsibilities You Had (clearing/cleaning tables, interacting with/seating customers, making 25+ smoothie recipes, etc.)	
	<i>Note: If you have not worked for a company before, you may include positions like house or pet sitting, babysitting, and any volunteer experience you may have. Include the same details, including the company you worked for if possible.</i>
<u>Activities:</u>	
Sports Teams	
Clubs	
Volunteering	

Hobbies (if applicable experiences)	
	<i>Note: If you had a leadership role in an activity, such as vice president of a club or captain of a team, include this.</i>
Skills:	
<i>Note: These may be skills you have gained through extracurricular activities or courses taken at school. (communication skills, certifications like CPR, computer skills, etc.)</i>	
References	
Reference #1 Name:	Phone #: Email:
Reference #2 Name:	Phone #: Email:
Reference #3 Name:	Phone #: Email:
	<i>Note: A reference is someone who has personal experience and knowledge of your work habits, accomplishments, and work ethic. Choosing people who you have closely worked with like a boss, coach, or teacher, are best. 2-3 references are preferred.</i>

Part 2: Review Example Resumes

Look over the example resumes your teacher has printed out for you and look for specific things you like about each, such as formatting, word choice, and style. Put a star near the areas or specific parts you would like to mimic in your own resume.

Part 3: Write Your Resume

Using the information about yourself and the example resumes you reviewed, write your own resume. This will be peer reviewed, then reviewed by your instructor. This should be typed.

Part 4: Create Responses Based on Your Job Posting

Swap resumes with a partner and use the peer editing half sheet to provide your partner feedback. Give it back to your partner when you are finished.

Part 5: Using CareerVillage to Prepare for Future Careers

Go to CareerVillage.org and ask the following question, filling in the blank for a job/career you are interested in for the future.

“If I am interested in being a _____ / or a career in _____ field, what types of jobs, experiences, or skills are employers looking for on a resume?”