

2.2 My Resume

Directions: Create a resume to prepare for the job application process.

Name: _____

Contact Info: _____

Applicant's Choice: _____

Education

What is the highest level of education you've completed?

Grades Completed

School (Name / City, State)

Work Experience

What work experience do you have that might help with this job? List your most recent ones.

Sample

Your position: babysitter

Name of employer: Mom

Dates: June - August 2017

Responsibilities:

- Help get baby brother (age 3) washed up and ready for bed
- Read bedtime story to baby brother (age 3)

Your position:

Name of employer:

Dates:

Responsibilities:

Your position:

Name of employer:

Dates:

Responsibilities:

Skills

What other special skills could you bring to this job position?

Awards

What academic or extracurricular awards have you received?

Hobbies

Optional: Tell us a bit more about yourself.