

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.