

ACTIVITY 2

Resume Template

Begin this activity by opening Microsoft Word. Use the following example to create your resume. You should follow the outline below and use the information from Activity 1 to complete your resume.

[NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

[PHONE]

[EMAIL]

Objective

[Describe yourself and the type of job you are interested in.]

Skills

- List skills and abilities
- List skills and abilities
- List skills and abilities
- List skills and abilities

Extracurricular Activities

- List extracurricular activities in school
- List extracurricular activities in school
- List extracurricular activities in school

Organizations or Clubs

- List activities or organizations you participate in outside of school
- List activities or organizations you participate in outside of school
- List activities or organizations you participate in outside of school

Work or Volunteer Experience

[Name of Organization]

[Dates]

[Job Title]

- [Duties]
- [Duties]
- [Duties]
- [Duties]

[Name of Organization]

[Dates]

[Job Title]

- [Duties]
- [Duties]
- [Duties]
- [Duties]

Awards or Honors

- List award or honor
- List award or honor
- List award or honor