**RESUME WORKSHEET**

**Directions:**

Complete **Part 1 and Part 2** of this resume worksheet. We will place your resume information in a new template after this assignment has been completed. **Turn in your final version on Engrade in the Resume-Worksheet section.**

**Part 1:**

**Answer the questions below by listing or providing a short answer.** (Use bullets or numbering when listing answers. Make sure your text is aligned.)

1. **What job(s)/scholarship(s)/internship(s) do you think you will apply for in the near future?**
2. **What are some of the requirements, skills, etc.?** Research the job(s)/scholarship(s) listed in question 1 and review the descriptions.
3. **All About You** 
   1. Discern Your Skills, Talents, and Abilities (Note: talking to people about yourself, taking some assessments, and other self-discovery activities may help you with this section.)
      * **What do you do best?**
      * **What are some of your favorite activities?**
      * **What qualities do your family members mention when they brag about you?**
      * **What types of things do you do for your family?**
      * **What types of things do you do for your friends?**
      * **What are your best subjects at school? Why?**
      * **What awards have you won?**
      * **What honors have you received?**
      * **What school activities have you participated in?**
4. **Develop Summary/Profile and a Headline indicating the type of job you seek (Optional, but Recommended)**
   1. **Summary should be brief list (up to five) of attributes that make you perfect candidate** -- shows your unique characteristics
   2. **Summary statements must be supported by material in body of resume**
   3. **The headline should be one short line identifying your goal.** (Can be used in objective or in summary.)
5. **Assemble Your Resume**
   1. **Develop resume**
      * **Name and Contact Information**
      * **Summary and/or Headline**
      * **Education and Training**
      * **Honors and Distinctions/Awards**
      * **Experience/Work History**
      * **Skills**
   2. **Activities/Volunteering/Community Service**
   3. **Spellcheck and proofread**
   4. **Ask for feedback**

**Part 2:**

Using the information in **Part 1** fill in the sample resume with your own information.

**FirstName LastName**  
6 Bristol Street, Arlington, NY 12133  
home: 555.555.5555  
cell: 566.486.2222  
email: phjones@mycapp.com

**Summary of Qualifications**

* Customer-focused self-starter with proven client services skills
* Energetic, hard-working achiever and communicator, with strong listening skills
* Quick learner, eager to learn and follow directions
* Excellent team player who thrives in teamwork situations
* Responsible and reliable, with record of professionalism

**Education**  **Arlington High School,***Arlington, NY**20XX - 20XX*

**Achievements**

• National Honor Society

• Academic Honor Roll

**Experience  
Pet Sitter***20XX - Present*• Provide pet sitting services including dog walking, feeding and yard care.  
 **Child Care***20XX - Present*• Provide child care for several families after school, weekends and during school vacations.

**Volunteer Experience**

• Little League Coach  
• Arlington Literacy Program  
• Run for Life

**Interests / Activities**

• Member of Arlington High School Baseball Team  
• Piano

**Skills**

* Proficient with Microsoft Office, Internet and Social Media
* Customer relations, customer service
* Computer literate in both Windows and Macintosh platforms
* Working knowledge of Spanish