



Make Your Own Résumé!

What is a résumé?

A résumé is a summary of your skills, talents and experiences. Sharing your résumé with others is a great way to show people that you have what it takes to get the job done!

Here's an easy way to put together your résumé-

Follow the directions below and see how your skills, hobbies and activities add up to make an impressive résumé!

Your name: _____

Your phone number: _____

City: _____

State: _____ Zip Code: _____

Do you have a job or goal in mind? What is it?

What are your interests? X those that describe you.

- I like to use computers to do work.
- I like to play team sports.
- I like playing individual sports.
- I enjoy reading and writing.
- I like drawing, art or music.
- Friends often ask me for advice.
- I like to raise \$\$ to help others.
- I enjoy working with animals.
- I enjoy cooking (with adult help when needed).
- Other: _____

- Other: _____



What responsibilities have you had? X those that describe you.

- I help watch my brothers and sisters or baby-sit for others.
- I do volunteer work for scouts, school, or with other groups.
- I get my homework done and handed in on time.
- My behavior sets a good example for others.
- At home, I know how to put away things like laundry or groceries.
- Other: _____

What is your BEST school skill?

- | | |
|--|---|
| <input type="checkbox"/> Math | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Science | <input type="checkbox"/> Health |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Music |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Art |
| <input type="checkbox"/> I do well in many different subjects. | |

Special Achievements

Think about the different activities in your life. What have you done that makes you feel good about yourself? Have you won an award? Made something special? Reached a goal?

List your achievements below.

Example: I raised my math grade from a C to a B.

1. _____

2. _____

3. _____



Jobs You Have Had

Complete the following blanks if you have ever had a job. This can be anything from doing dishes for someone to mowing yards or doing volunteer work.

Example

Job: Raked leaves for a neighbor
Who did you work for? Sylvia Ross
Their phone number: 555-123-4567
When? October 2006 & October 2007

Job #1

Job: _____

Who did you work for? _____

Their phone number: _____

When? _____

Job #2

Job: _____

Who did you work for? _____

Their phone number: _____

When? _____

SAMPLE RÉSUMÉ

Julie Schmitt
44 Smith Lane
Rochester, NY 14621
585-999-9999

Position Sought: Making web sites for organizations

Abilities and Talents

- Possesses excellent computer skills
 - Good planning and organizational skills
 - Leadership skills; exhibits good judgment
 - Team player; works well with others
 - Good communication skills
 - Creative thinking skills
 - Entrepreneurial; possesses self-confidence
 - Responsible; good management skills
 - Conscientious; strong sense of community
 - Strong reading comprehension and writing skills
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Achievements and Awards

- Created a student club web site
 - Nominated for Junior Honor Society
 - Participate in walk-a-thons to support charities
 - Love Reading and Writing Stories
 - Training to become a life guard
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Work Experience: 2006-Present

- Baby-sit for my two brothers and two neighbor kids.
 - Volunteer to clean up the neighborhood monthly with my Girl Scout troop
 - Participated in two walk-a-thons to support American Cancer Society
 - Responsible for doing the laundry for my family weekly
 - Responsible for mowing the lawn and yard work at my house weekly
 - Created a web site for my Girl Scout troop.
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Education

- 6th Grade, School #9, Rochester, NY